

Condes Version 8 User Guide

THIS DOCUMENT WAS BASED ON VERSION 8.1.13 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. There will always be things that have been missed from this document. Please contact the author with observations of what should be added.

THE ENTIRE DOCUMENT ASSUMES REASONABLE COMPUTER LITERACY, AND GOOD KNOWLEDGE OF EVERYTHING TO DO WITH COURSE PLANNING.

*Birsemore map snippets reproduced by permission of Mar Orienteering Club.
Other maps © SOA.*

CONTENTS

Section		Page
1.	Interface notes and the really useful bits	2
2.	Getting started	2
3.	Controlling what you see on the screen	3
4.	Creating courses	5
5.	Move, bend and break things	6
6.	Change size of things	8
7.	Change things to do with controls	9
8.	Change things to do with whole course	10
9.	Classes	11
10.	Check things	12
11.	Things to do before printing	12
12.	Print	13
13.	Crossing points	13
14.	Graphics objects	13
15.	Control descriptions (the set)	14
16.	Annotations	15
17.	Other bits	16
	How do I?	17
	Summary of changes	17

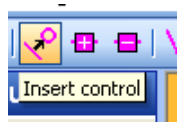
Tip #1:

Always start your Condes session by saving your work with a filename that includes today's date (**File - Save Event file as...**). Then if it all goes pear-shaped you've still got yesterday's version to go back to. Perhaps also save separate versions as you progress.

1. Interface notes and the really useful bits

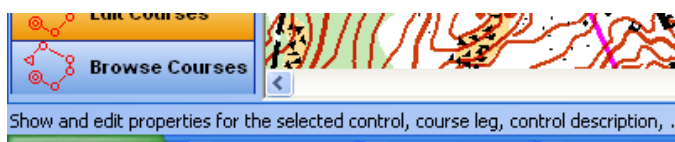
You can specify your choice of interface under **View - UI theme**, but the new interface is a great improvement and once you're used to it you probably won't want to change back.

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



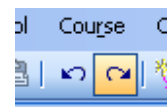
Little yellow boxes drop down from buttons,

there's guidance in bottom left of screen



and F1 gives indexed Help.

Condes now offers you **Undo** and **Redo** functions. Look for the buttons on the toolbar, just below the "Course" menu option. (No little yellow boxes.)



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 the OCAD map file – filename and folder.

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 guidance on the wizard screens is quite helpful – read it!

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 shows one of the significant improvements in version 8: the ability 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. 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.

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 the tabs don't necessarily relate to the same course, though they are clearly marked.

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.

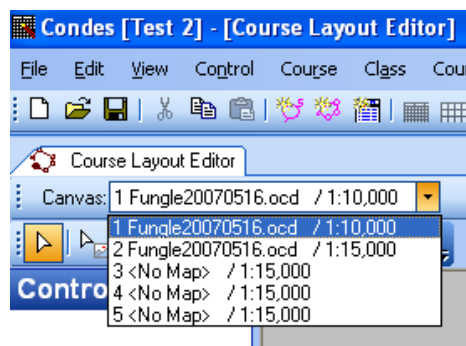


Fig. 1 – Drop-down list for **Canvas**

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:

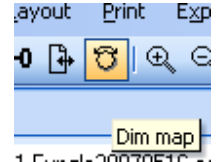
Many planners use a reduced (75% or 100%) view to sketch the outline shape of courses, then increase the zoom significantly to place controls on specific features.

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.

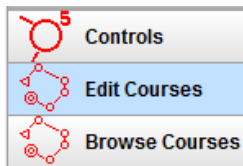
Whichever approach you prefer, remember that what you see as a "shallow re-entrant" when you use 400% zoom might be barely visible on a 1:15000 scale printed map.

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.

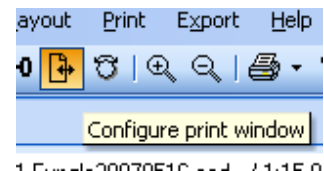


View courses or controls



At the bottom left of the screen is the **Task bar**, where you choose whether to look at individual controls or courses. By default the top one will be selected (blue on left), and you'll be looking at an "all controls" view. "Edit Courses" is perhaps more useful; then select the course you want to see, from the list on the left of the screen.

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 green or red line to change the print area. Click outside it to return to normal course editing.

4. Creating courses

Add start and finish

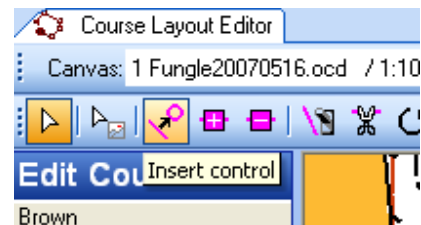
Unlike previous versions of Condes, you aren't automatically prompted to add start and finish at the outset. If you want to add them early (not a bad idea as they'll probably be your limiting factors), use the buttons at the top of the column of buttons on the right of the screen.



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, and you'll need to choose the right controls or courses button as above.

To add controls to a course, start by clicking (once) on the line joining the 2 controls between which you want to insert it (thick red line appears). Then use the **Insert control** button towards the top left. 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** pointer.



When the **Insert control** button is pressed, you can click on one of the existing controls to use it, or click in a new site to create and insert a new one, which you'll be prompted to number.

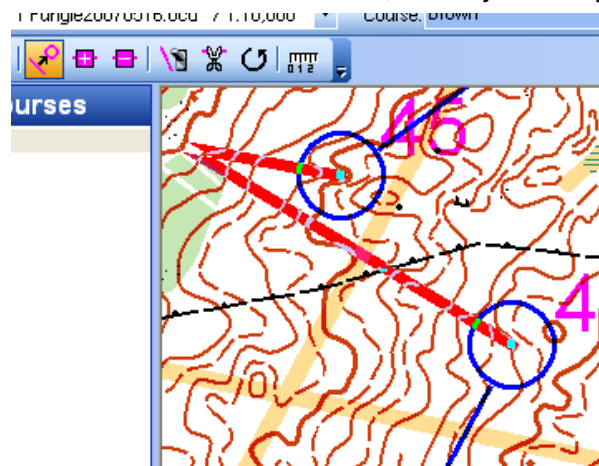


Fig 3 – The thick red line that follows the cursor when you're inserting a control

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 above.

5. Move, bend and break things

Move controls

Click on control circle so it turns blue, then just drag and drop the circle.

For fine adjustment, when the circle is blue (highlighted), **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.

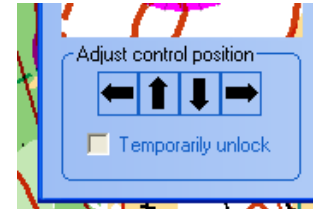


Fig 4 – Arrows for fine movements of control circle

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.

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

Click on the **Select graphics object** button  (next to the Select course object button). Then select your graphics item, drag and drop it.

Bend lines

By default, if you bend a line between controls, that bend will apply to all courses that use it. If you want that bend only to apply to some courses, double click on the line and tick the appropriate box.

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 just drag and drop the point(s) until the line is as you want it. (You can do it all in one go with the Add point button, but it's easier this way).

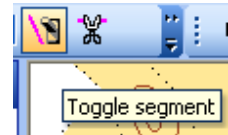
To straighten the line out again, just remove the point by clicking on the **Remove point** button  then clicking on the unwanted point.

Break things

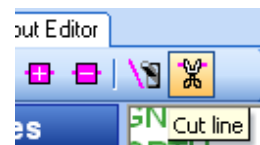
If your circle or line obscures an important bit of map, you should break it. By default, breaks, like bends, apply to all courses that use that leg. You can specify whether a broken line is just for that course or for all courses that use this leg. This distinction might be useful if you are breaking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



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.

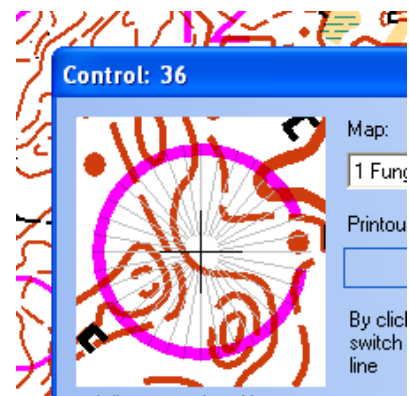


Break the circle

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*

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 **Setup 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 **Setup 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 approved 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

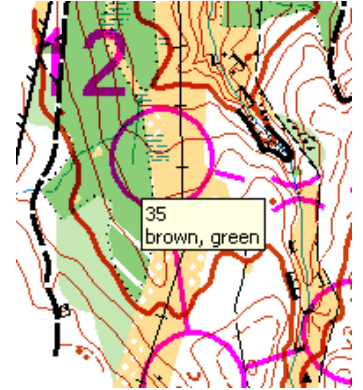
See below under **Graphics and text boxes**

7. Change things to do with controls

To move controls, see section above.

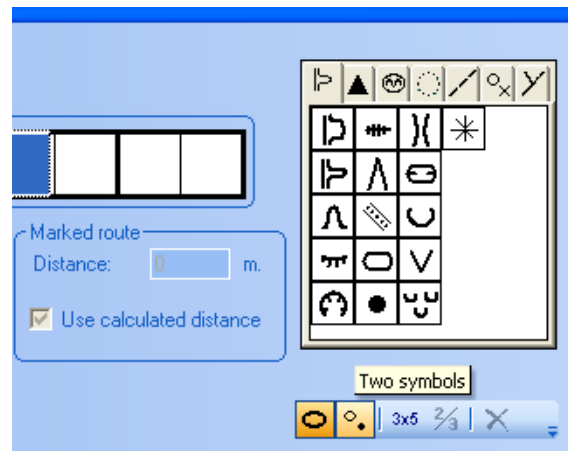
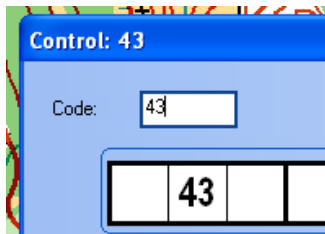
To delete a control from a course, select the Edit course button on the toolbar, then click on the circle, then press the delete button on your keyboard.

To delete a control from the entire event, 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. Note that if you delete a control that is used in a course, that course will now have a gap, and Condes will probably die on you. Condes tells you which courses use each control, when you hover the mouse over it.



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:

- Re-number the control – simply swipe over the existing number in the **Code** box, and type new number.
- Add or change description – 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 one-off wording for a control description.

To change your standard English wording associated with symbols, close your event file, then go to **Symbols – Open symbol**. Double click on the one you want to change, type your preferred wording, and click on **OK**. Continue as required, then click on **close**.

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.

If we select verbal control descriptions, the above produces the following in the control description sheet:

1	30	mm, up
2	47	Dragons' den
Beware of hungry dragons		
3	48	Boulder 3x2
4	34	Be content

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

8. *Change things to do with the whole course*

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.

In particular you can easily delete controls, alter the order of controls, or you can allocate a different start or finish. This is also a good place to specify textual descriptions.

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 can also specify here if you want to print landscape.

If you've got a choice of start or finish, this is where you specify which one the course will use. See below under **Finish properties**.

Finish properties

The map snippet below shows a 483m final leg on our Brown course, 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 could 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).



To delete a course, when in **Course layout editor window** for that course, go to the **Course** menu and select **delete**.

9. Classes

Allocate classes

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

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

New...		Copy to the Clipboard		Import from a file...	
Class	Course	Control ...	Compe...		
w14A	brown	Symbolic		0	
	green				

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.

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 segments 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

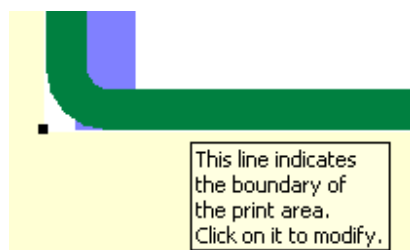
Define the area of map that you want to print: **Print – Maps with courses** then choose the appropriate button on the left. Then go back through those menu options to do the actual printing (see below).

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**.

Frame

By default, a thick green line gets printed as a frame to your printed area – make sure it doesn't look like a band of forest! Use the black squares to move the print boundary.



You can change the colour of the frame, or choose not to show it, from **Canvas** then select **Print area**.

When the print area is active (little black squares in the corners (as shown above) and cursor is 4-headed arrow cross), you have to click outside 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

Change the **print scale** in the **Canvas** menu, at the bottom of the **Map** window.

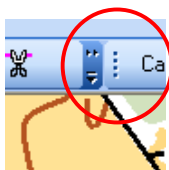
To print, go to **Print** menu, select **Maps with courses**. Put tick in box for each course required, or **All courses**, or **All controls**.

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 event. If you've got a set of small courses to go on one page, just define your print area to be as 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.

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**.

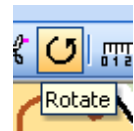
If you've got the facility to create PDFs, this might be accessible through the print menu. Use best quality to get the kind of resolution you'll need. This can be useful if sending to someone to print where they haven't got Condes installed.

13. Crossing points



Insert in a leg in the same way that you insert a control.

Use the rotate button to angle crossing points appropriately. You might need to move the toolbar to show this button – you might need to drag and drop the line of vertical dots to reveal it.



You then have to click on the **Select course object** button again to carry out other functions.

You can make a crossing point mandatory on one course but not on another, via the **Course leg properties** window, accessed by the right mouse button when you have highlighted the leg.

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 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 pointer shows as a key symbol).

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 highlight, 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 control descriptions later, left-click on them, then right-click and select **Properties**.

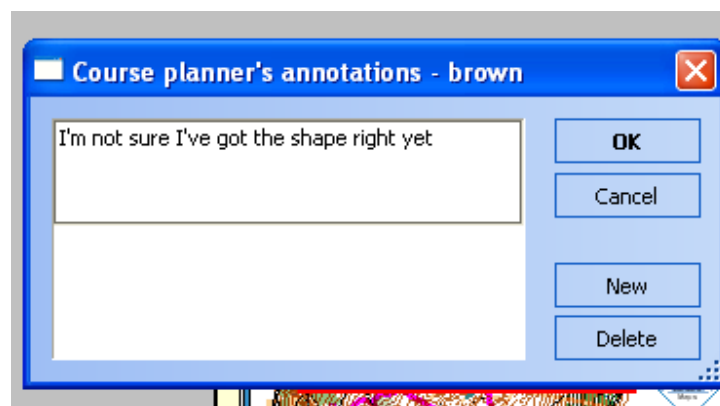
Under the **Course** menu, there is an option **View control description**. This creates another tab as for separate control descriptions.

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

16. Annotations

Course annotations

One useful communication tool is the **Course annotations** option, accessed when you right-click on the course. Further comments can be added using the **New** button in this window, thereby saving numerous separate Word documents.

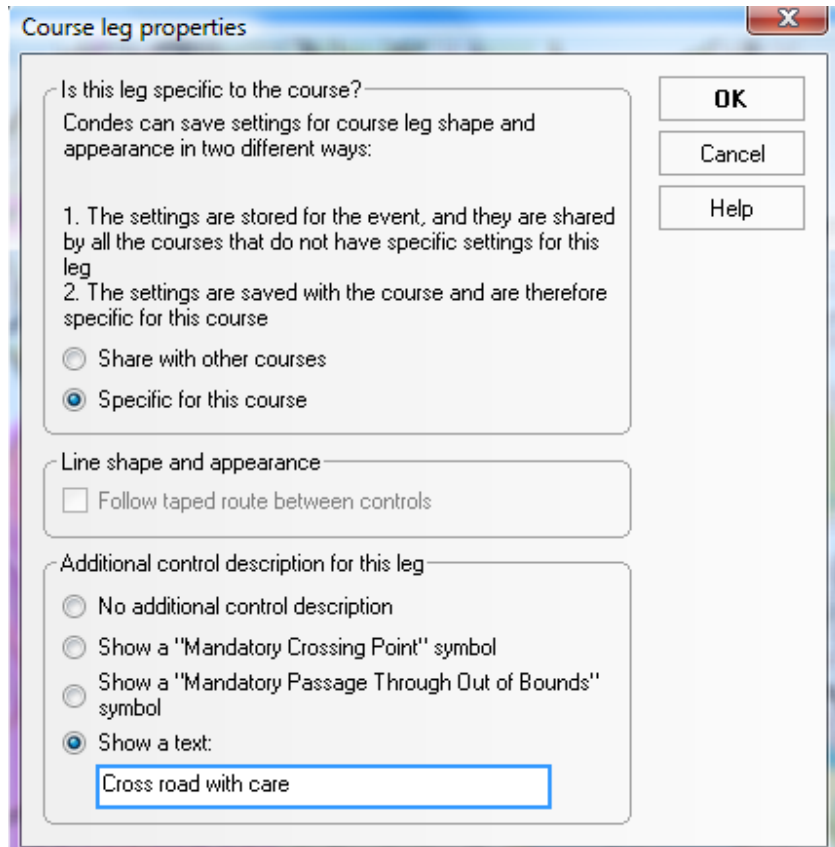


Control annotations


You can also add notes to individual controls, using the menu that appears when you right-click on the control circle, or via the **Controls** menu.

Leg annotations

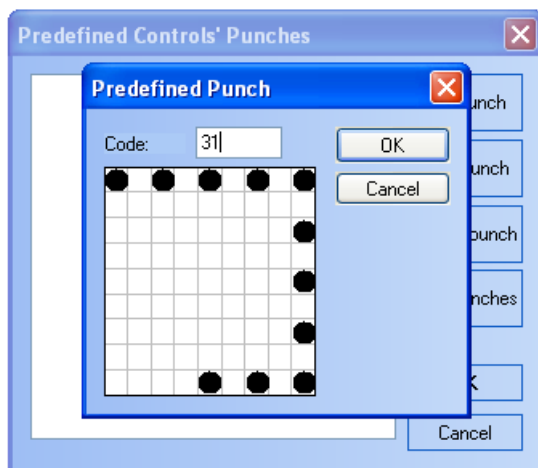
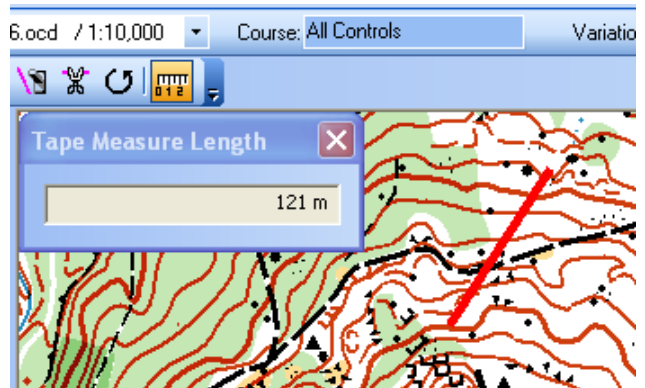
Sometimes your text is for the leg, not the control on either end of it. If you want to add some text about a particular leg (eg. warning of road crossing), you can double click on the leg then make the appropriate selection and type your text in the window:



17. Other bits

 One handy new 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.

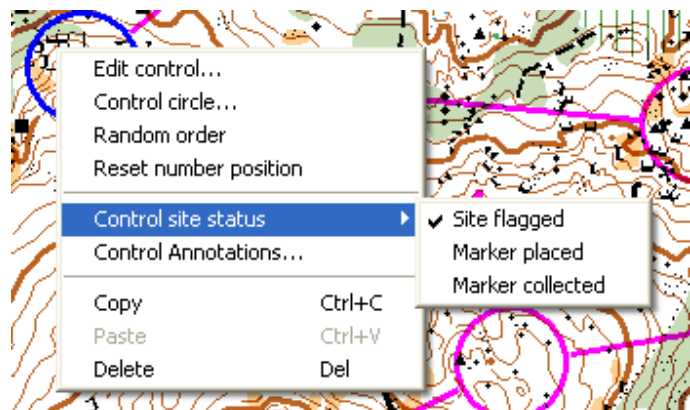


Pin-punches

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	
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	
specify amount of climb	8	
zoom in on the map	3	

Summary of changes

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-orienteing.org