

# Obtaining maps to design courses

Download the free OCAD 10 Viewer at <http://www.ocad.com/en/downloads/ocad-viewer>

Open the OCAD venue file in OCAD Viewer. E-mail [bob@neoc.com](mailto:bob@neoc.com) and request the file.

Click the Printer icon. Select partial map. Use the handles on the rectangle to select the part of the map you need.

Click OK to print.

OR, in the File menu, you can Create PDF to Microsoft Print to pdf. This choice is found in the Printer drop-down box.

OR, in the File menu, you can Export to JPEG.

## Printing and exporting from Purple Pen

**Print clue sheets** - File/Print Descriptions → choose course → change Copies:Print to multiple pages of each course

Select the total number of “descriptions per course” (clue sheets) you will need.

Change Appearance:Description type to either Symbols or Symbols & Text depending on course level.

You can also use the File/Create PDFs/Descriptions so you can print at another location.

Occasionally, competitor maps are pre-printed with courses on them. In this case, use File/Create OCAD files to create a file for each course and send it to Bob Boltz at [maps4fun@att.net](mailto:maps4fun@att.net) (Canoe-O, some score courses, rogaine) **Even easier:** just send your PPen file for this event to Bob.

Normally, the course designer prints up 2 master maps for each course or 6 for a score course. In addition, 3 master maps printed with control codes (31+) for control setting and collection are needed.

**Print courses for master maps** - File/Set Print area/This course - set print area to Letter - drag box to cover entire course - Click Done

File/Print courses → select course → set print number → Click Print

**Create PDFs** to send to naturalists for approval. Usually, just the master control list is necessary. Set print area to full page.

File/Create PDFs/Courses → Click Create