

# Purple Pen Workflow

1. Create a new folder to store your design project. Give it an event name. Place your OCAD venue file in it.
2. Open Purple Pen. Select Create a new event... Click OK
3. Name the event. Click Next
4. Click Choose map file. Navigate to the folder where the OCAD venue file is stored. Select the OCAD file and click OPEN. Click Next on the new screen.
5. Leave the map scale at the Default. Click Next
6. Leave the Paper Size settings alone. You can change them later if necessary. Click Next
7. Leave the "Event File Location" set to In the same folder as the map file. Click Next
8. Leave the Control Numbering alone so the first control will be 31. Click Next
9. Click Finish
10. Click and drag to move map around. To zoom, use mouse wheel or slider at window bottom.
11. One click Add Start from top menu bar. Mouse the Start icon into position and click. If you don't like where it is, click and drag it to a new position. Click on the fourth box in the clue sheet at the left. Select the correct feature. Add other descriptors if necessary.
12. Repeat this for Add Finish. Zoom in for precision.
13. One click Add Control and mouse the Control icon into position and click. Fill in clue description for that control.
14. When you are finished adding all controls, zoom out so you can see all of them.
15. Click Add Course in Course menu. Give the course a name (like Yellow or Score). Select either Normal Course or Score Course in the Course type box. You can add the Climb as a number. Text can be added (Must *check in at Finish*) (90 minute time limit). For WHITE and YELLOW, change Description appearance to Symbols & Text. For a Score course, change Control circle labels to Control code. Click OK
16. The controls have disappeared!!! Click All Controls in the View menu. The Start and Finish are already added to the clue sheet at left.
17. Click Add Control in the top menu. Mouse the circle over the desired first control. It will snap to it. Click to set the control. A shortcut for Add Control is the keystroke Ctrl A
18. Repeat until the course is complete. Click and drag circle numbers to easier to read positions close to the circles.
19. For a Score Course, add the point values in column H.
20. Event menu/Customize appearance → White outline around numbers: change to 0.15 → Purple Color: deselect Use purple color from map – change to Cyan 30, Magenta 100, Yellow 15
21. \* How to move or delete a control for all courses that use it: Click the All controls tab at the top of the clue sheet. Click the desired control on the map and move it or delete it with the Delete Key.
22. \* How to delete a control from a course without removing it from other courses: Click the desired course tab above the clue sheet. Click the control you want to delete on the map. Click the Delete Key. Click NO in the dialog box. The control will appear dimmed proving that it still exists for other courses.
23. \* How to add a control from the All controls list somewhere in the middle of an existing course: If you would like to add a control between #4 and #5, click line between #4 & #5. Click Add Control in the menu bar. Move the mouse to an existing dimmed control circle or click at an entirely new location, which creates a brand new control that will also appear on the All controls list. Be sure to add the clue symbols for this new control.
24. \* To add a text line to the clue sheet: Click on the row near where you want the new line. Click Add text line in the Item menu. Type the text and select the Position and Courses options below the text box. Click OK.
25. \*To add text to your map for ALL courses (*Don't scare the horses!*): Select Add Special item in the Item menu. Click Text. Type the text. Click OK. The + cursor appears. Move it to a good open place and click.
26. \*To add the color level label automatically to each course, select Add Special item in the Item menu. Click Text. Don't type any text. Select Course Name in the Insert Special Text drop down box. Click OK. Move the + cursor to an open place and click. Each map will have its own title! The text boxes that appear can be resized by clicking and dragging the blue handles.
27. BE SURE TO SAVE.