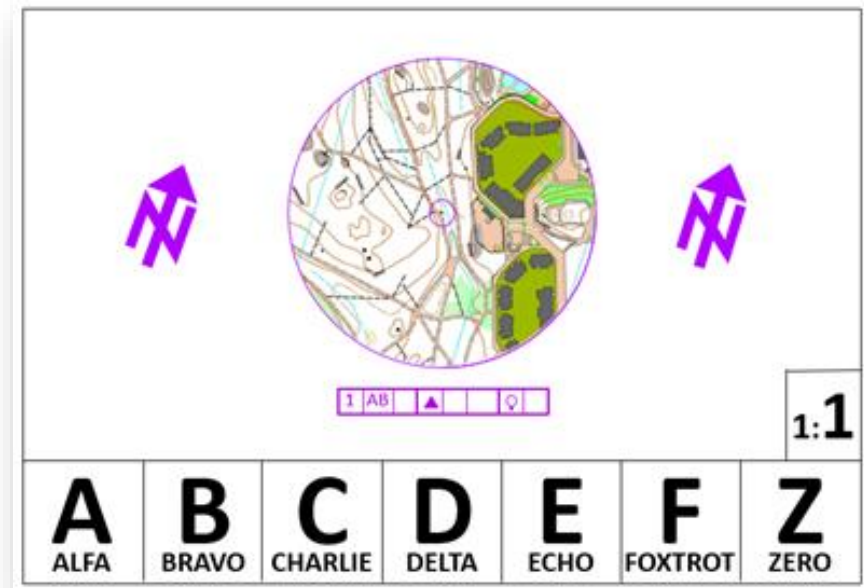# User Guide

TEMPO_STATION_TEMPLATE.POTX

" This is Your tool if You want to create TempO task maps, but You do not have access to the OCAD software or You are unfamiliar how to use that software "
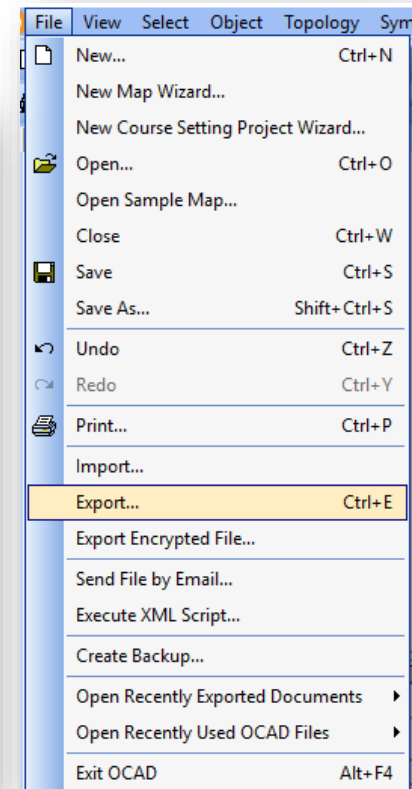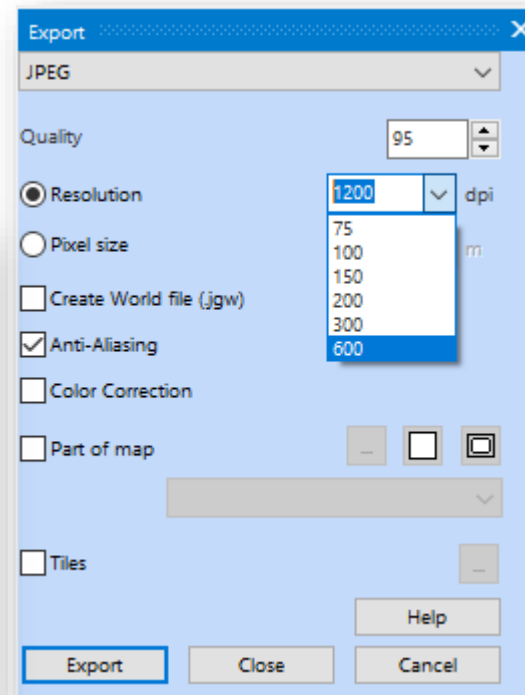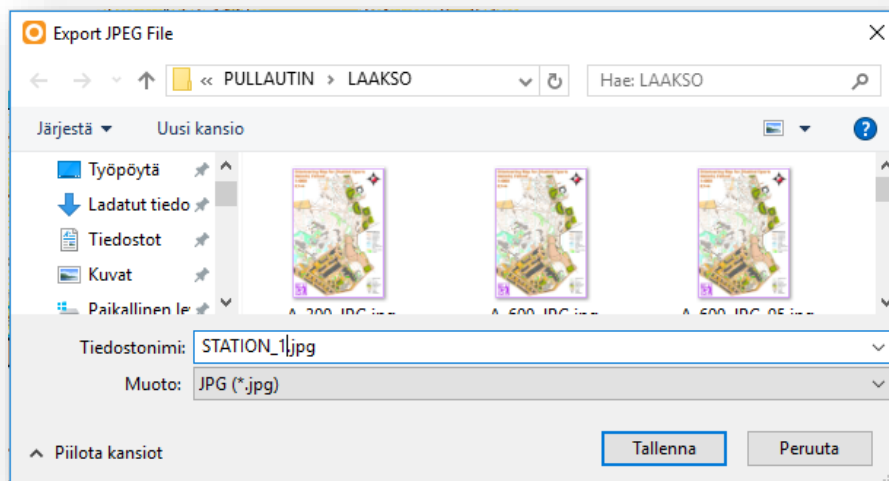
Introduction

- Welcome to learn how to use **PowerPoint** software and the "==TEMPO_STATION_TEMPLATE.POTX==" file to create individual **TempO** station task maps
- Use this method to create maps for <u>local</u> and <u>training events</u>
- <u>Do not</u> use this method to create maps for any Championships, World Cup, European Cup or other events that have a "higher ranking"

- To create the task maps You'll need:
  - a **bitmap image** or **.SVG vector image** of the orienteering map covering the station area
  - "**TEMPO_STATION_TEMPLATE.POTX**" file
  - Color printer
  - Laminating machine

- Suitable bitmap format are for example:
  .JPG
  .TIFF
  .GIF
- **.SVG** is vector format and produces very good quality

1. From where and How to get the Map file - JPG

- Your Orienteering Club has always a person that coordinates mapping
- Contact this person and ask her/him to export a bitmap image of the map You need
- Advise her/him to use the **File -> Export** command in OCAD to do the export
- The following parameters should be used when doing the export:
  - file format   **JPEG**
  - file size in mm   **297 x 210** (A4), <u>small deviation is ok</u>, Landscape orientation preferrably
  - resolution   **600 dpi**
  - Quality   **95** (or higher)
  - Anti-Aliasing   **Yes** (check the box)
  - Part of map   Yes, if small area needed
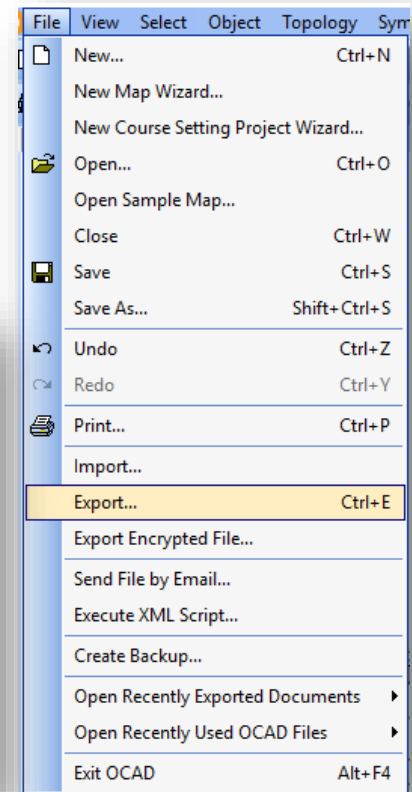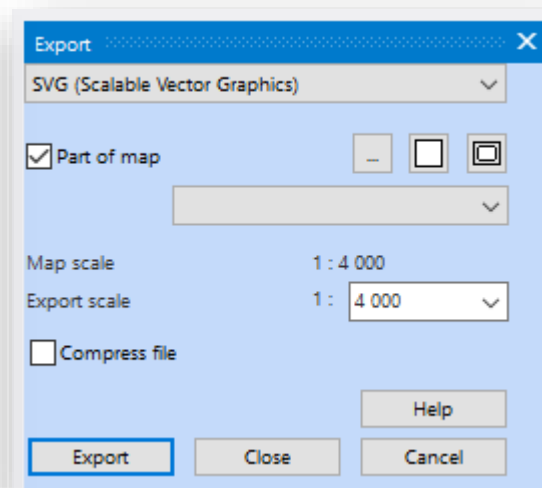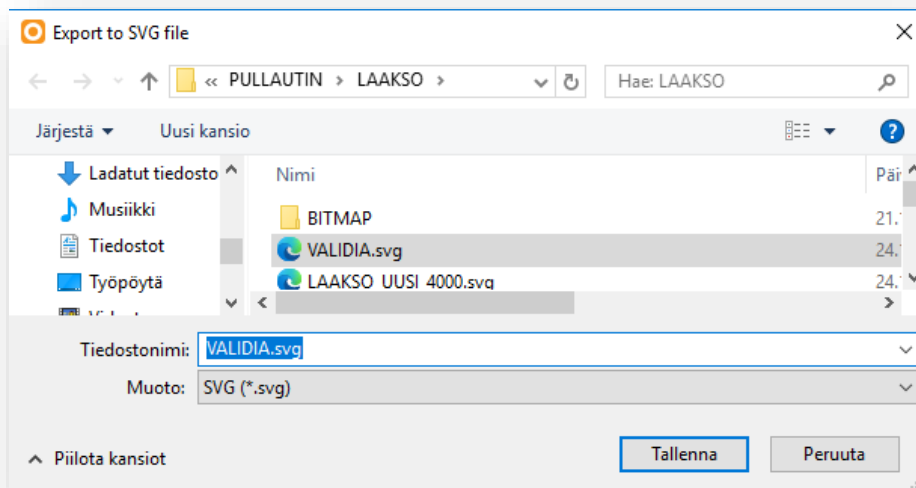- The "**Export**" button is OCAD will create the bitmap file for You

1. From where and How to get the Map file - SVG

- The following parameters should be used when doing the export for a SVG file:
  - file format   **.svg**
  - Part of map   **Yes**, if small area needed or the original map is very large
  - **- file size in mm   297 x 210** (A4), <u>small deviation is ok</u>
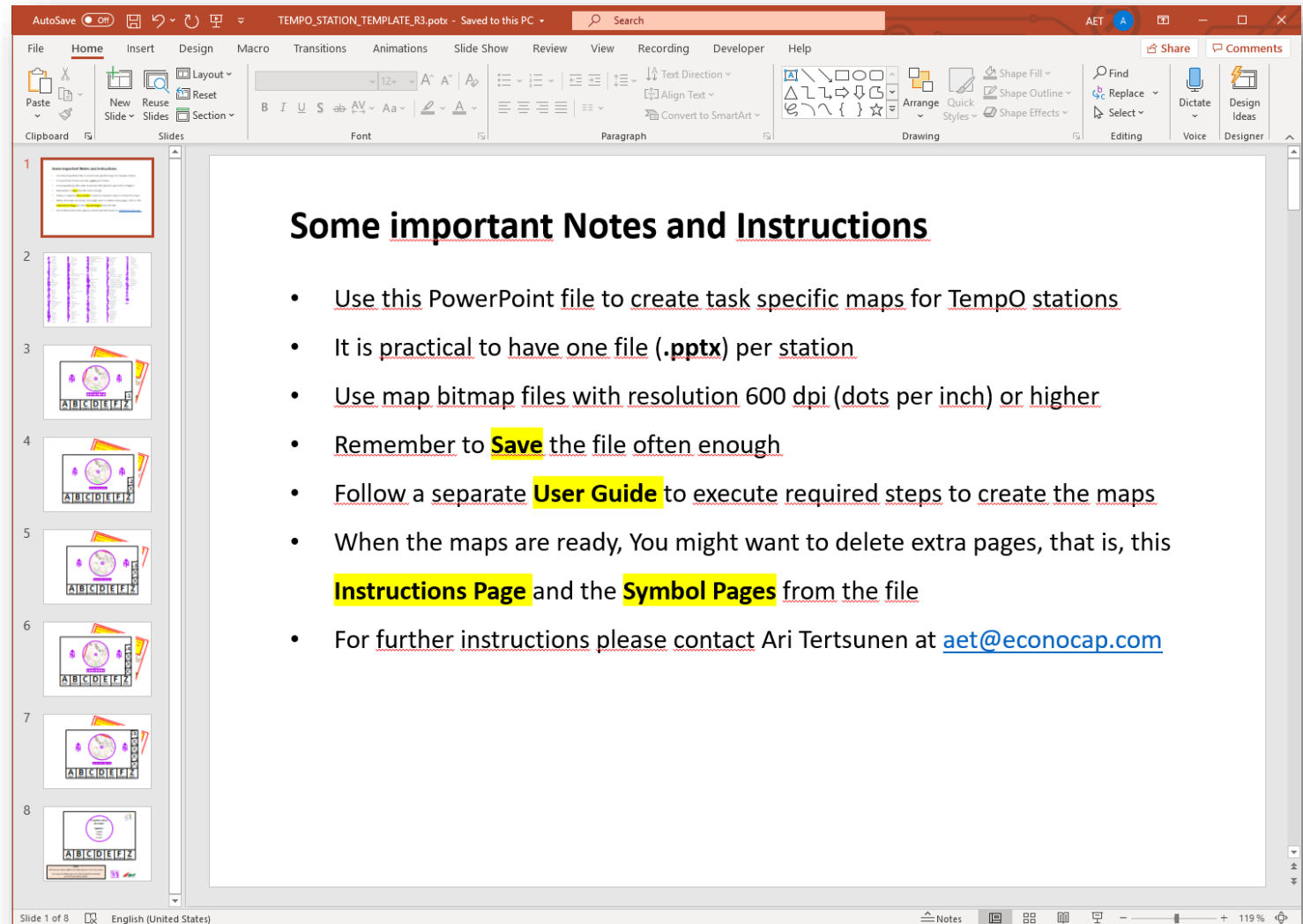- The "**Export**" button is OCAD will create the vector file for You

Note!!
If the map is exported in A4 size
(or smaller) <u>and</u> Landscape orientation, no
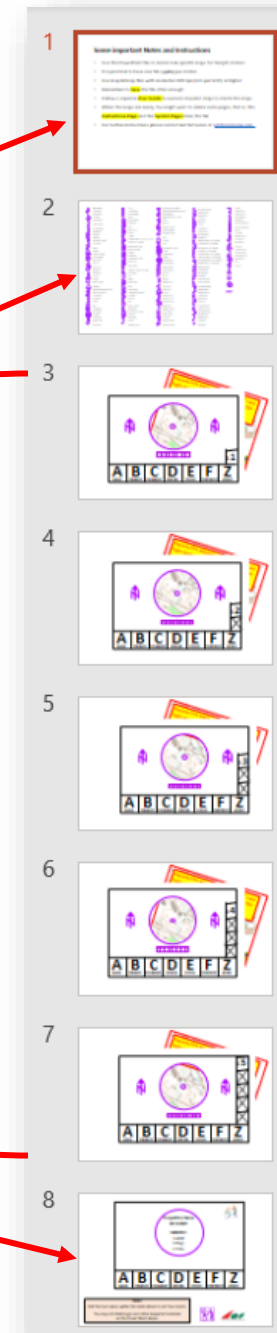scaling is required at later steps.

2. Introduction to the PowerPoint file

- Open the "**TEMPO_STATION_TEMPLATE.POTX**" file – it will look like this (notice the different pages on the left column)
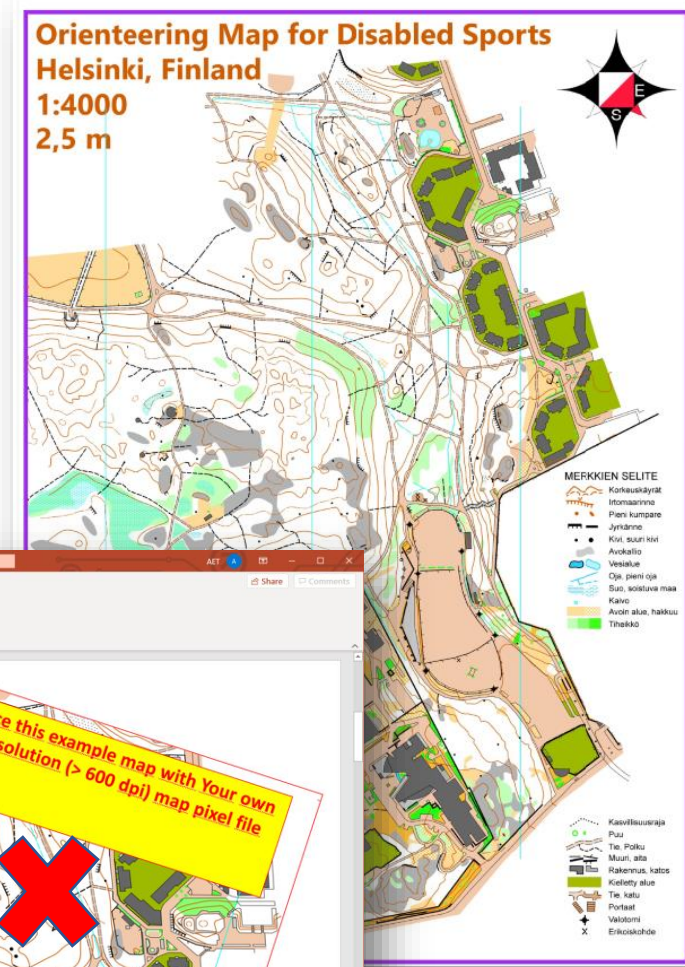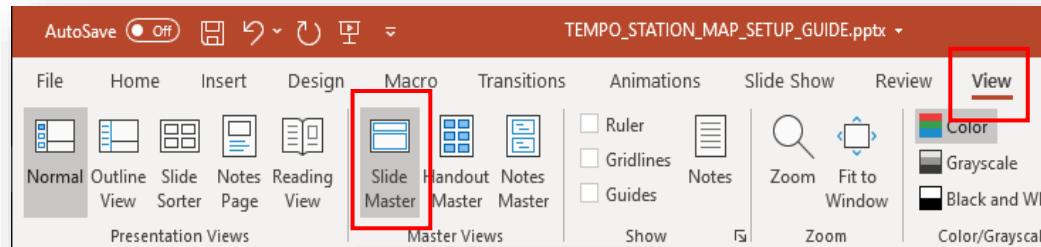
3. Pages in the PowerPoint file

- The "**TEMPO_STATION_TEMPLATE.POTX"** file contains the following pages :

  - Page 1   Some Instructions

  - Page 2   Control Description symbols

  - Pages 3 – 7   Map pages – one per task at the station (removable example map visible on each page). Overlay already in place.

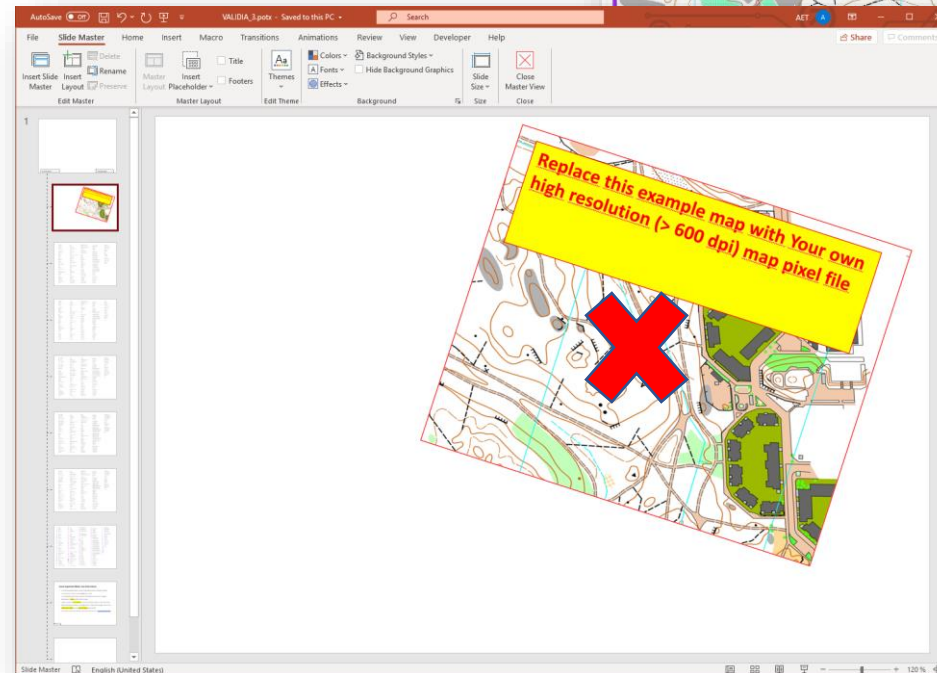 - Page 8   Station Cover Page

4. Importing and Placing Your Station Map to the file

- Check that Your map file is available (here **VALIDIA.svg**)
- Open the **Slide Master** (**View** ribbon)

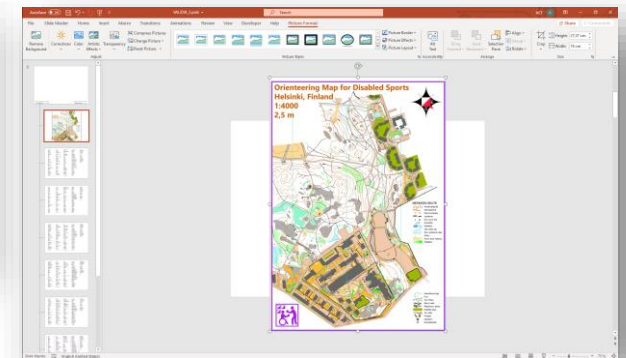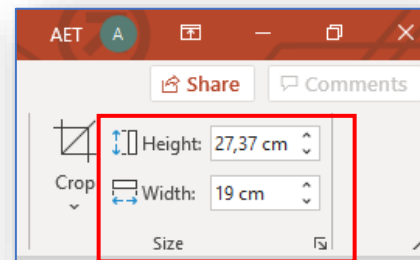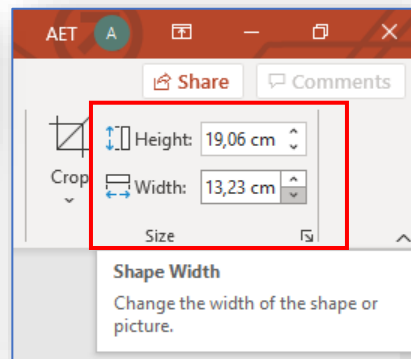- Click second page on the left column (with the map)
- Click the example map
- Delete the example map
- <mark>Save Your file to new name</mark> (here **Validia_3.pptx**)

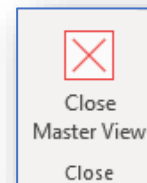Orienteering Map for Disabled Sports
Helsinki, Finland
1:4000
2,5 m

4. Importing and Placing Your Station Map

- Use **Copy** and **Paste** to import Your Station Map (here **VALIDIA.svg**)
- The map scales down to wrong size, because the map is **Portrait** and the page is **Landscape**
- Activate the **Picture Format** ribbon and change the picture width **to 19 cm** (USA ???)
  (the aspect ratio remains and the height is altered relatively)
- The map extends over the limits of the page – this is ok
- With small map areas, the scaling does not happen

- Move the bitmap such that the **Station area** is approximately at the center of the A4 page
- Remember to rotate Your map according to the viewing direction at the station
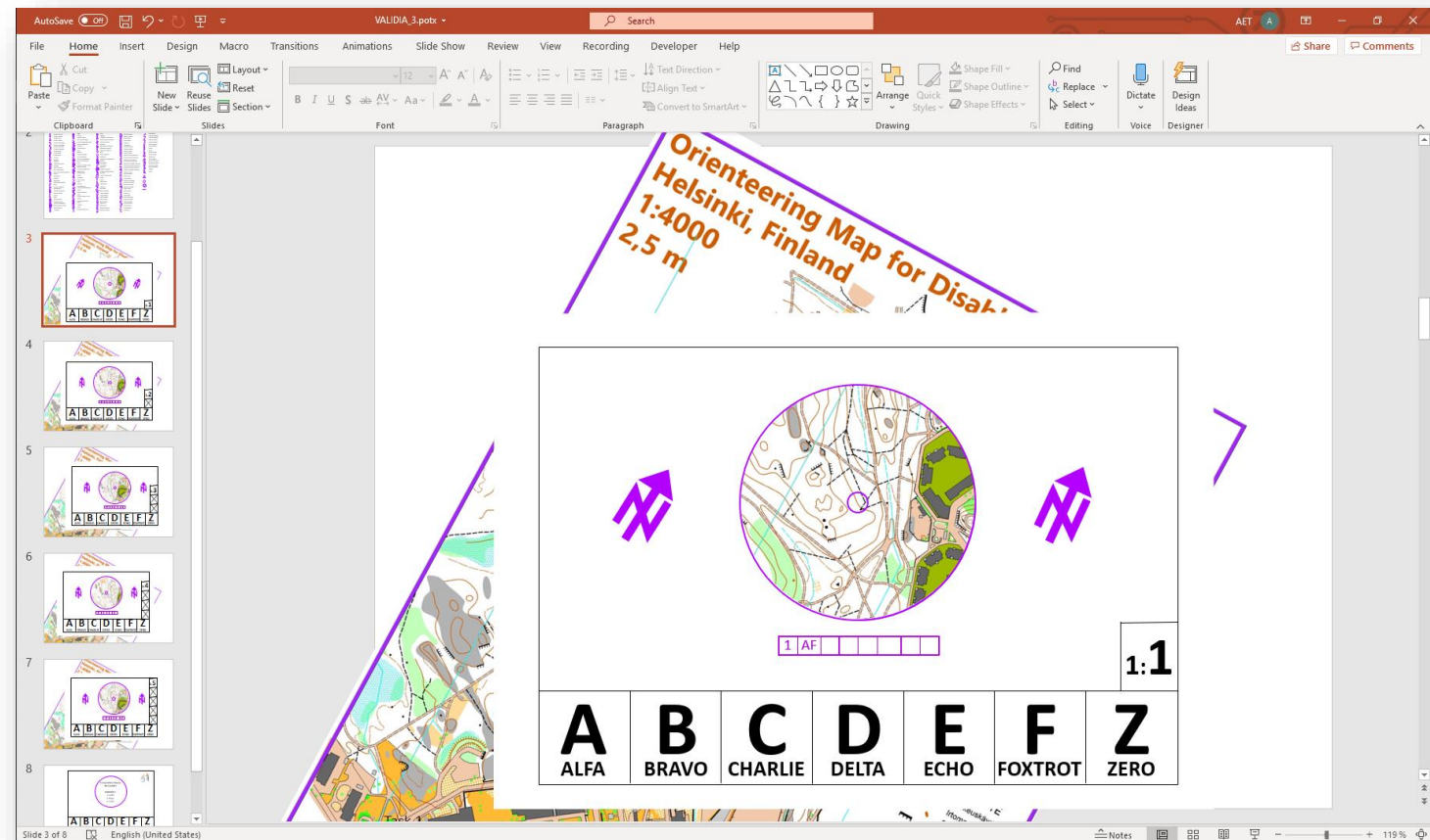- Click **Close Master View** to close the Slide Master
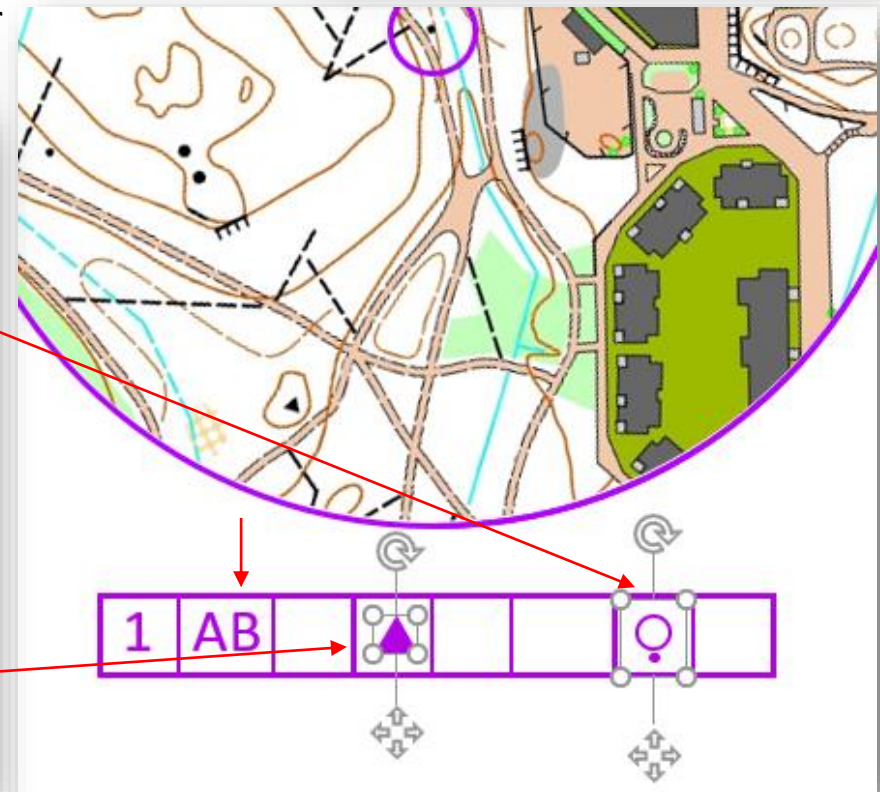
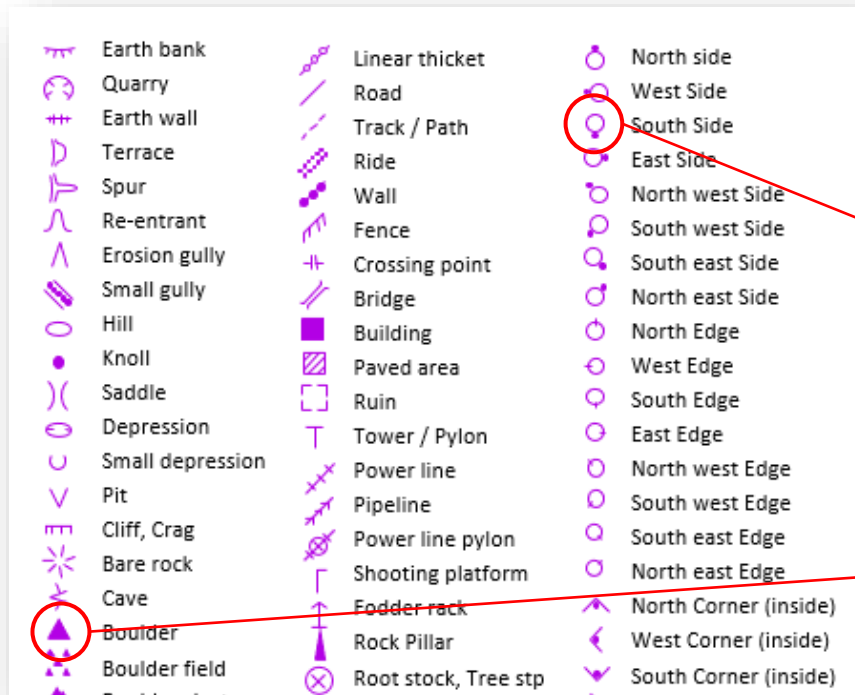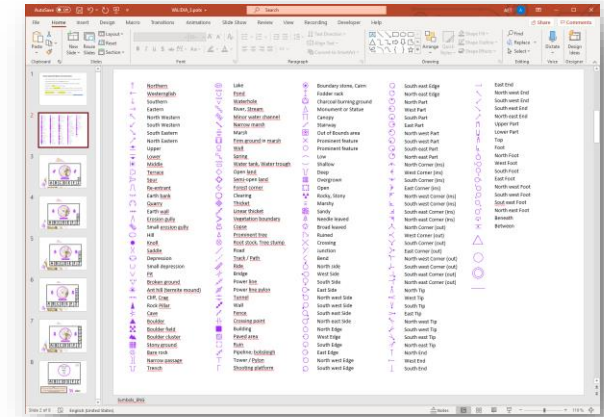# 5. Adjusting the Overlay for Task 1

- Now Your own map is in place and visible on all the 5 task pages
- The **Overlay** with the transparent circle, **North Arrows** and the **Description Grid** are in place
- Select Page **Task 1**
- Select the **Overlay** symbol and move it to proper location (here place the boulder at the center of the circle)
- Rotate the **North Arrows** properly
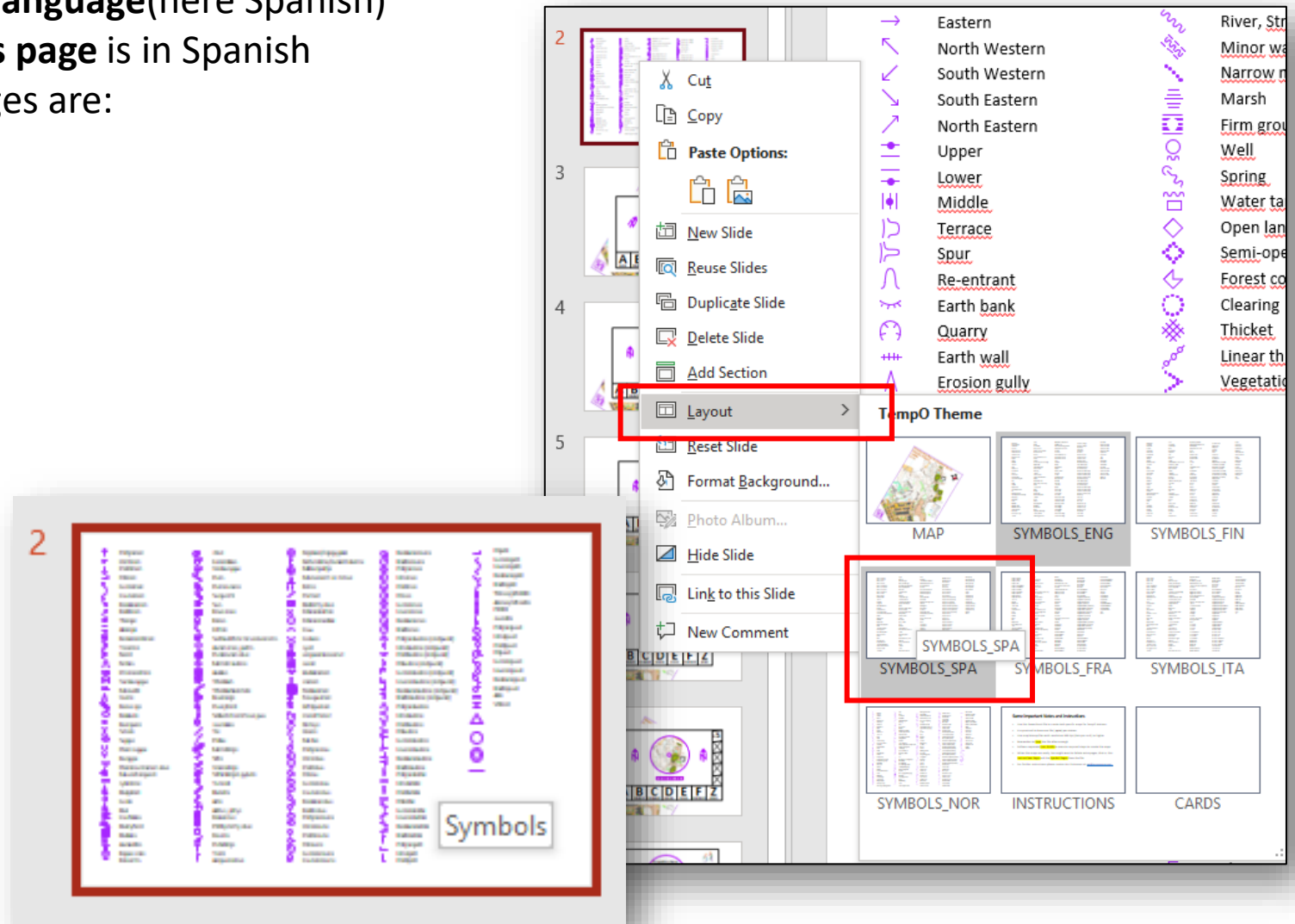
- Save the file !!

6. Creating the Control Description for Task 1

- Select the **Control Description symbols Page**
- Select Your language if You do not want to use English (see next page for instructions)
- Select the Control description symbol for a **Boulder**
- Copy it to the **Grid** on page **Task 1**
- Select the Control description symbol for a **South side**
- Copy it to the **Grid** as well
- Adjust the Uppercase characters (**AF**) in the second column, here **AB** means two (2) flags around the boulder
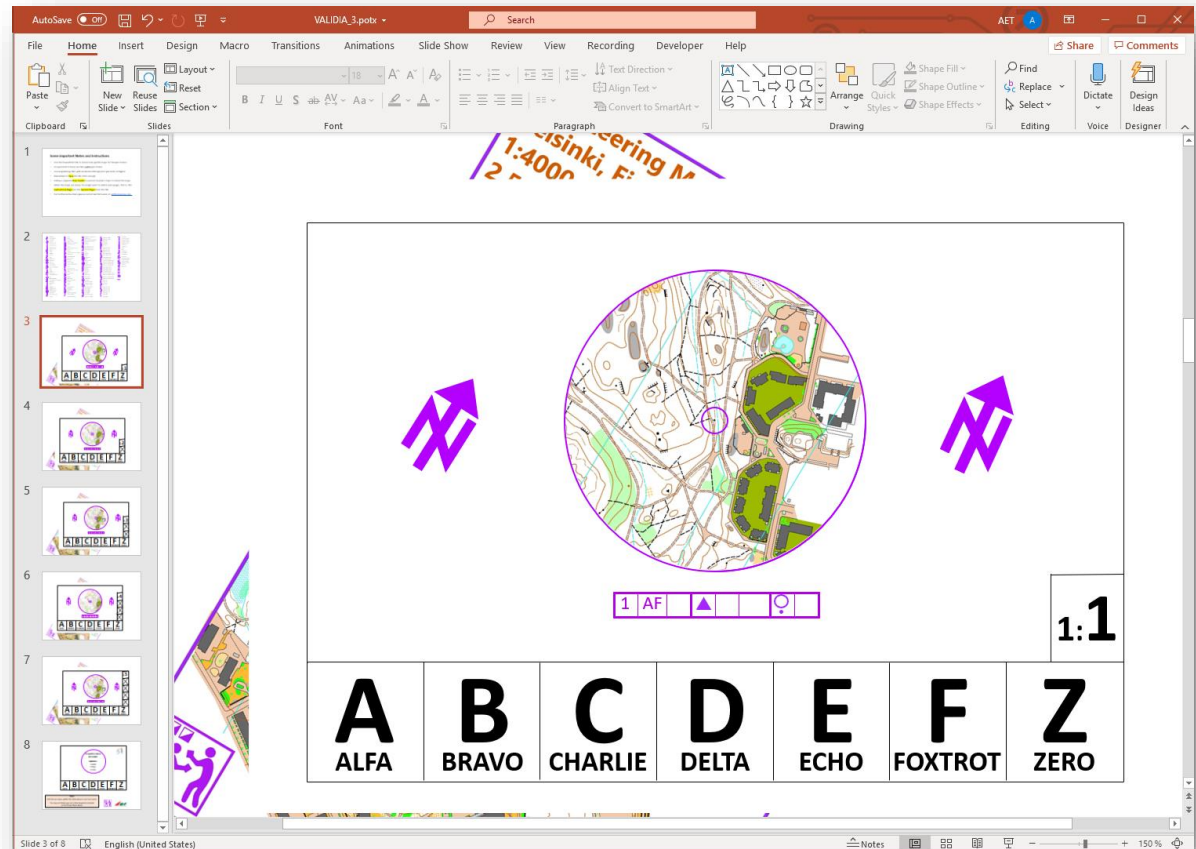

Earth bank	Linear thicket	North side
Quarry	Road	West Side
Earth wall	Track / Path	South Side
Terrace	Ride	East Side
Spur	Wall	North west Side
Re-entrant	Fence	South west Side
Erosion gully	Crossing point	South east Side
Small gully	Bridge	North east Side
Hill	Building	North Edge
Knoll	Paved area	West Edge
Saddle	Ruin	South Edge
Depression	Tower / Pylon	East Edge
Small depression	Power line	North west Edge
Pit	Pipeline	South west Edge
Cliff, Crag	Power line pylon	South east Edge
Bare rock	Shooting platform	North east Edge
Cave	Fodder rack	North Corner (inside)
Boulder	Rock Pillar	West Corner (inside)
Boulder field	Root stock, Tree stp	South Corner (inside)
Boulder cluster		

6. Showing Your own language for the Control Descriptions

- Select the **Control Description symbols Page** (page 2)
- Press **Right Mouse Button** over the page icon, select **Layout** and then select **Your language**(here Spanish)
- Now the **Symbols page** is in Spanish
- Availabel languages are:
  - English
  - Spanish
  - Italian
  - French
  - Finnish
  - Norwegian
  - German
  - Swedish
  - Portuguese
  - Czech

7. Finalizing Your map and Creating other Task maps

- Your map for **Task 1** is now ready
- **Save the file !!!!**
- Repat the procedure for the other <u>tasks</u> at this station
  Save the file !!!!
- Print the pages (see tips next page)
- Cut to proper size
- Laminate the task maps

- Repat the procedure for the other <u>stations</u>
- You may want to copy Station 1 file as a basis for next station(s)

8. Creating the Cover Page for Station 1

- Select **Page 8**
- Place **Competition Name**
- Place **Date**
- Place **Station number**
- Place **Map Scale**
- Place **Task quantity**
- Place **Task quantity**
- You may add/remove some information, logos, etc.
- Print the Page
- Laminate the Cover Page
- Save the File
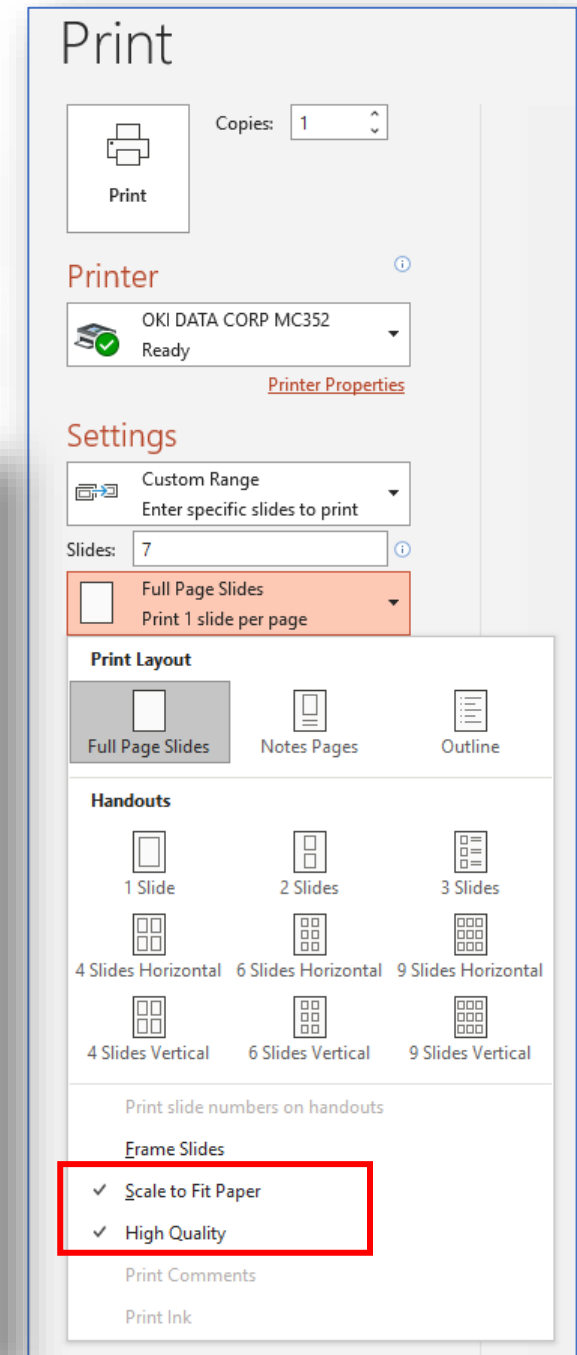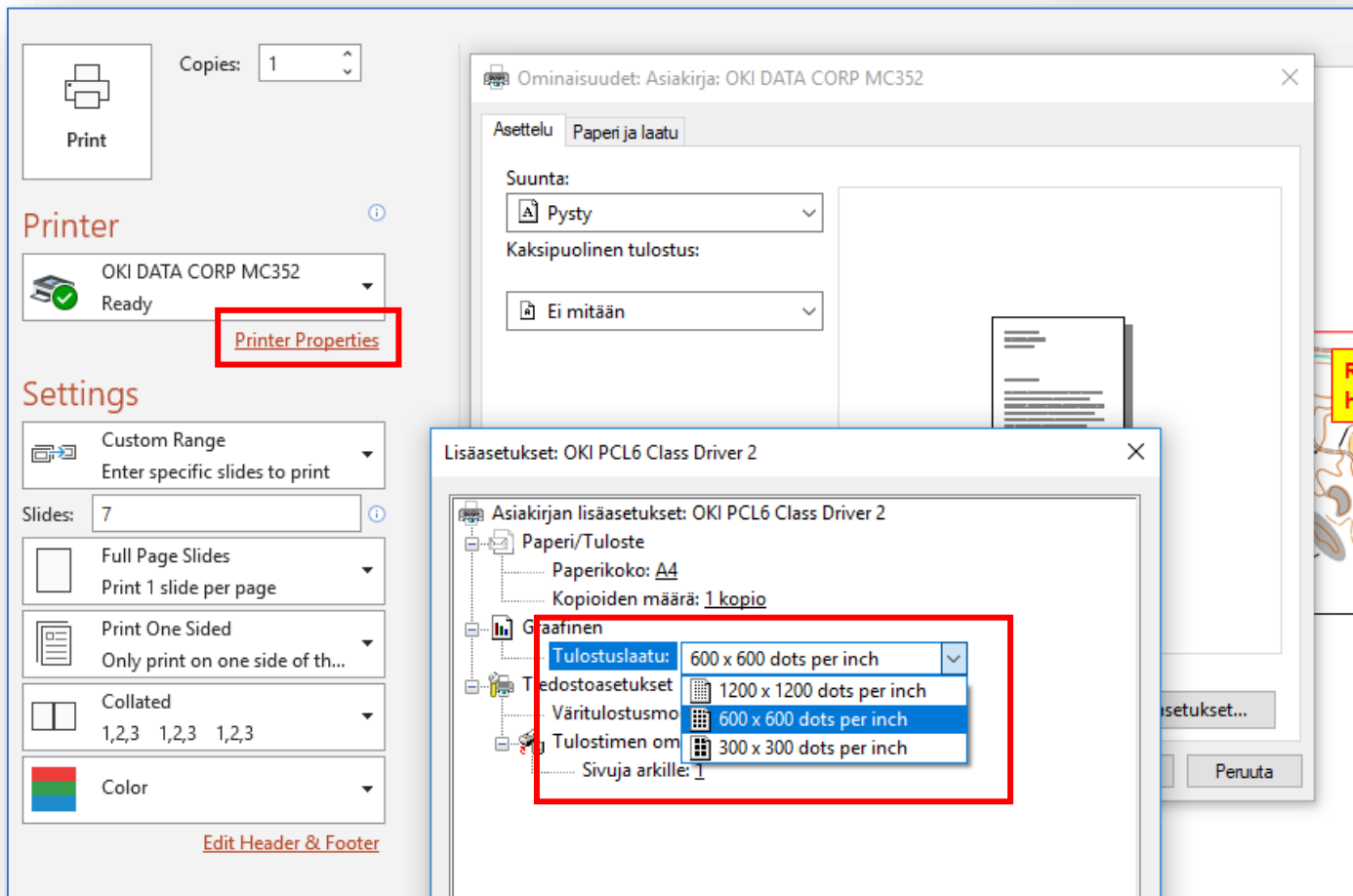
9. Printing tips

- When Powerpoint printing dialog is open, please activate the two printing options: **Scale to Fit Paper** and **High Quality**
- Check also from **Printer Properties** that printing resolution is 600x600 dpi (or more)

Created by

Ari Tertsunen
+358 500 577 310
aet@econocap.com