

## CLARO Guidelines for Map Printing:

Course Planning: there are other guides to help you with this both from the club and elsewhere.

Purple Pen (PPen) (Shareware) is the most commonly used tool for planning.

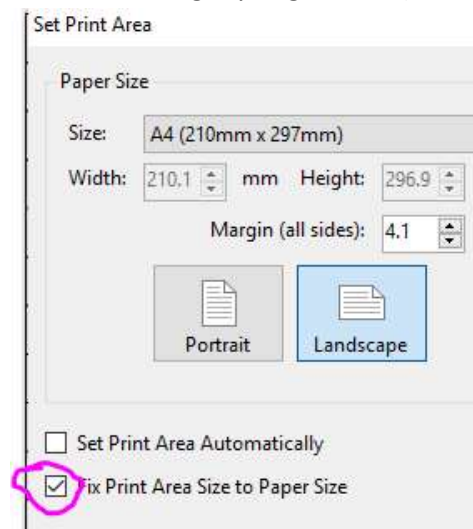
We also have a club laptop that can be borrowed, with an option of course planning in OCAD, but I have to say that PPen is more intuitive. Points to watch out for regarding printing are:

What is the final map scale? Make sure PPen is set to this. (Course – Properties)

What about the printable area? – the base map will give you a guide to this and probably formatted accordingly – ask if you are not sure.

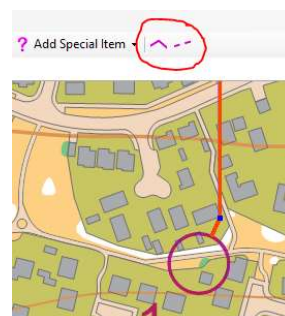
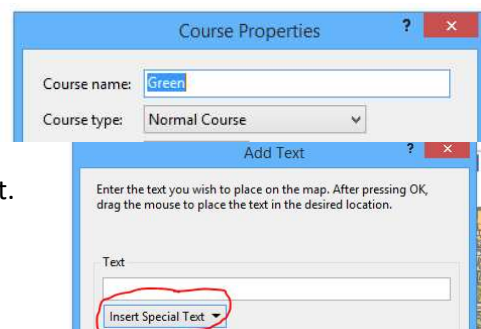
A4, and A3 are standard options, make sure you set the printable area in ppen – with the “Fix Print Area Size to Paper size” ticked (see below); you can reduce margins depending on who is printing.

There is also slightly larger SRA3 (450x320, but printable area only ~ 437x308).



When your courses are planned, you need to prepare for printing, key points are (instructions relate to PPen):

- Add the BOF event number – **mandatory**; you can find it on the British Orienteering website – under events, or ask the Fixtures sec.  
Preferred format: Claro-yyyy-xxxx e.g. Claro-2017-71234  
Using the Add Special Item – Text function, add text, draw a rectangle on the map where you want it; this appears on all courses.
- Event name and Course – optional but recommended.  
The name will change on each course to whatever you have called it in “course-properties” – see example of “Green”  
Using Add Special Item – Text – then select from the drop down list.
- Add Control Descriptions to the all controls maps.  
You can define if you want text (White / Yellow) or pictorial descriptions, and give each course a separate CD location.  
The row spacing should be 5 to 7mm, be careful not to make them too small.  
Have you named the feature that your start is on? It shouldn't be a junction. E.g. Path.
- For each course, PPen will trim intersecting lines, but you may need to manually trim control circles (will apply to every course) or move the lines slightly to avoid obscuring features.  
Highlight the line or circle, use the “Add Bend” or “Add Gap” function.



To relocate a line, add a bend close to a circle then drag it back onto the circle.  
 You should also cut the line where there is a marked out of bounds – but not the olive green out of bounds on urban maps (too complex).  
 Your Controller may ask you to do some of this anyhow.

- e) Move control numbers to optimise visibility and avoid obscuring features; just click and drag. On complex urban maps I recommend using a white fringe on the purple print.  
 “Event – Customize Course Appearance – White Outline Around Numbers” 0.18mm works well.
- f) Depending on the base map, you may need to blank out some areas of mapping for borders or room for text (automatic white background to CDs).  
 Use “Add Special Item – White Out Area”

If printing at BML (or other BO printer) you have all you need, for local printing see below.

Map Printing:

Now you are ready to order prints, for **level B** and above British Orienteering recommended printers must be used.

First choice is BML Print: Nigel Benham [[Nigel@bmlprint.co.uk](mailto:Nigel@bmlprint.co.uk)] ( or [Jack@bmlprint.co.uk](mailto:Jack@bmlprint.co.uk)).

Alternatives are listed on the British Orienteering website.

BML will require the print instructions, the OCAD map file and Purple Pen course file (Or OCAD course file) – do not send them .pdf files. They will return their own pdf files as proofs for you to check. They will also sort out the control descriptions from the Ppen file.

**BML is also currently the recommended choice for any event requiring >100 maps.**

Below this quantity local printing is most cost effective and convenient.

They, as others, require the following information – **at least 7 days prior to required delivery date;** recommended no later than Thursday of the week before a weekend event.

- Purple Pen file or OCAD course file.
- Linked OCAD Background Map ( or Maps if more than one size)
- Print Scale (and Map scale if different)
- Quantity of each map required and whether Control descriptions are required.  
*(Note BML standard for CDs is glued in sets on the top edge – if you need holes in, you have to specify it).*
- Delivery address.
- Paper type – always specify waterproof.

An Example:

Map Scale	1:5000		
Paper	Waterproof		
<b>Course</b>	<b>Size</b>	<b>Print Scale</b>	<b>Print Qty</b>
All Controls	SRA3	1:5000	4
A	SRA3	1:5000	45
B	SRA3	1:5000	60
C	SRA3	1:5000	35
D	A4	1:5000	25
E	A4	1:5000	25
F	A4	1:5000	25
Control descriptions with a 6mm top centre drilled hole for everything except All Controls maps.			

### Local Printing:

There are 2 options for local printing, generally for level D events:

1. Contact Quentin Harding: [quentinh@claro-orienteeing.org.uk](mailto:quentinh@claro-orienteeing.org.uk) who will normally be able to help for A4 print requirements.
  
2. Maps can be printed by Avenue Printing House at Harlow Hill. <http://www.avenueprintinghouse.co.uk/info@avenueprintinghouse.co.uk> 01423 562924  
You will need to arrange a supply of waterproof paper (Pretex) for this, contact [quentinh@claro-orienteeing.org.uk](mailto:quentinh@claro-orienteeing.org.uk) or [allenb@claro-orienteeing.org.uk](mailto:allenb@claro-orienteeing.org.uk)  
They require pdf files – these are best generated by Purple Pen - <File><Create PDFs..>  
If CDs are required, then you will need to create the PDFs for them; and either cut them up yourself, or make arrangements with APH to do this for you.

If any of this sounds too daunting, help is available – first point of contact is Allen Banister :- [allenb@claro-orienteeing.org.uk](mailto:allenb@claro-orienteeing.org.uk) 01423 863634.