Mark Neal USATF/RRTC Certifier

- Downloading and installing OpenOffice
- Downloading the simple map template
- Saving the map
- Creating the background map
- Creating a network of roads
- Creating the race course path
- Including street labels
- Hiding the background map
- Including mile marks
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### Downloading and installing OpenOffice (Macintosh)

#### http://www.openoffice.org/



### Downloading and installing OpenOffice (Macintosh)



ORACLE

### Downloading and installing OpenOffice (Windows)



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### Downloading the Simple Map Template

http://www.dukerdog.com/USATF/Measurer\_Tools/

#### Simple Map Creation Tools

The links below include a basic map template and a tutorial presentation on how to use it to create a certification map. The template was created with the OpenOffice Draw program, and you will need that software to modify it to create your certification map. The good news is, OpenOffice is a suite of FREE applications, including a word processor, spreadsheet, and drawing program, among others. You can download this software for your Windows or Macintosh PC at the link below.



### Downloading the Simple Map Template

	Race Name City, State		
Û	Start: Double-click this text box to go into "text" mode. Mile 1: Then replace the text here with the descriptions of your start, finish, turn- around, and miles marks. Mile 2: Replace this text with mile mark description. Mile 3: Replace this text with mile mark description. Finish: Replace this text with finish description.		
Mile mark S ( )	This is an example of street label. Double-click on this box and replace the text with a street name		
	Course route	Smaller font vertically oriented street label Street line	Vertically oriented street label

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### Saving the Map

As you work with OpenOffice to create your map, it's a good idea to occasionally save your work.



Select File>Save to save your map to a new name. Because the original file you downloaded is a template it won't let you write over that file. Whenever you want to start a new map for a different course, just doubleclick on the map template.



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### Background Map (Macintosh)



### Background Map (Macintosh)



### Background Map (Windows)



### OR

Just hit the "prt sc" button in the top right corner area of the keyboard to copy the whole screen. (You may need to hold the FN button [bottom left of keyboard] down while hitting the "prt sc" button)

### Background Map (Windows)

#### Then switch to OpenOffice and select Edit>Paste



### Editing the Background Map

Select one corner of the picture, hold down the shift key and mouse at the same time, and then move the mouse to resize the picture proportionally.



Right click, or <Control>Click on the map and then select crop picture.

Trim, or crop, the picture by increasing the Left, Right, Top, and Bottom Crop amounts.

Crop					×
Crop Keep <u>s</u> Keep ir	cale mage si <u>a</u>				OK Cancel
<u>L</u> eft	0.00"	<u>T</u> op	0.00"		Help
<u>R</u> ight	0.00"	<u>B</u> ottom	0.00"		
Scale					
<u>W</u> idth	54%				
H <u>e</u> ight	54%				
Image size –					
<u>W</u> idth	7.71"			14.23" x 8.00"	
H <u>e</u> ight	4.34"			Original Size	

#### Locking the Background Map



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### Creating a Network of Roads



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#### Creating the Race Course Path <u>ب</u> ه 2 🖉 - 🛶 - 📁 -°⊾ - → -• 🗩 • 🕁 • A 1 0.00 x 0.00 L 🖉 $\mathbf{\tilde{\mathbf{x}}}$ 0.02 / 8.51 Slide 1/1 Default Θ -XLSX =XLSX PDF イ江乃之 2015 12 06 FSU\_results.xlsx Famsched.xlsx MITS\_info.pdf Select the polygon tool. Select arrow tool, ABC 0 🧭 🖳 🗸 change thickness to 0.05", and place on 0.00" Blue 8 Color Black course path to show direction of route.

3 Click, drag, and release to create first segment of path. Move mouse and left-click to create next line segment. Continue left-clicking to make new segments to complete course path. Then double leftclick to finish.

4 Left click to select the path, then right-click and select Edit Points. To move points slimply click-hold-drag the point. To delete points left-click to select a point then <cntr> X.

1

2



To add new points to the path, left-click to select the path, right-click and select Edit Points. Then select the "+" icon. Now left-click on path between points and hold-drag-release to create a new point

Finally, add short, perpendicular lines to indicate start and finish lines.

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#### **Including Street Labels**



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#### **Including Mile Marks**



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#### Add Course Restrictions



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### Exporting to PDF

