

## **Converting a map to use latest British Orienteering symbols using OCAD10:**

### **Required:**

OCAD10 (fully licensed version)

Latest British Orienteering symbol sets, copied to the OCAD 10 'Symbol' folder:

### **Preparation: OCAD10**

Make a copy of the original map file (**File, Open...** \*and then **File, Save as...**).

*\*If the map is from OCAD5, 6, 7, 8 or 9 click OK when opening to convert to OCAD10 format.*

Select unused symbols and delete them (**Symbol, Select, Unused** and then **Symbol, Delete** and click **OK**, then 'clean-up' with **Map, Optimize / Repair** and **OK**) and resave the file.

Open a new map (**File, New...**) and select the correct British Orienteering symbol set for the required scale and type of map (ISOM or ISSOM Sprint)

Select all the symbols (Shift + click on first and last symbol), right click on the symbols and **Hide** (or **Symbol, Hide**)

Import (**File, Import...**) the newly saved OCAD10 version of the map you wish to convert (**Place with zero offset**). **View, Entire map. Import with the option "import symbols and colours"**.

The map will be imported and a group of new symbols will appear at the bottom of the symbol palette. This method renumbers any objects (and the related symbols) that are different to the British Orienteering symbols – **the importance of this method is that it preserves the original map and creates no undefined objects.**

Note that a second set of colours will be added to the colour table. You may need to retain a few of the new colours if additional colours had been added to the original map file and used for any 'user-defined' symbols or logos. After conversion most of the additional colours will be unused and most user-defined symbols should also be able to be converted to use the standard colours. Unused colours can be removed when conversion is completed. In OCAD10 you can easily delete all unused colours (Map, Colours, Delete unused).

Any text and user-defined symbols should be selected and hidden (**Hold Ctrl + click on each symbol to select multiple symbols** and then **Right click on a selected symbol and Hide**).

The map will now show only the symbols to be still to be converted.

It is probably a good idea to save the map file at this stage, (**File, Save as...**)

### **Conversion:**

*The next process is a bit laborious and needs to be repeated for each of the remaining symbols.*

Select one of the remaining map objects map

The selected symbol will be highlighted in the symbol palette (flashing). Right click on the symbol and choose **Select Objects by symbol** – all objects that use the symbol are selected

Select the equivalent symbol in the top section of the symbols palette, double check that you have selected the right symbol using the symbol name in the bottom RH corner of the screen.

Click on the **Change symbol of object** icon in the toolbar – all the selected objects are converted to the new symbol.

Click in a blank area of the screen to de-select any objects.

The unused old symbol can now be safely deleted. (**Right click on the symbol, Delete**). If you wish to check before deleting – **click on the symbol**, right click **Select Objects by symbol** and **0 object(s) selected** should appear in the bottom LH corner of the screen.

Repeat for each type of visible map object.

When you have finished you should have a blank map! – unhide all the symbols (select all the symbols, then **Symbols, Normal**) to display the converted map.

Check any dashed lines (e.g. paths), lines with symbols (e.g. fences) and objects using double lines (e.g. roads) for changes as a result of the conversion. Also check any logos, scale bars etc. that may have been originally drawn using standard symbols for unwanted changes.

You may need to add new colours to the colour table if additional colours had been added to the original map file and then manually modify any 'user-defined' symbols that used these colours

Bruce Bryant – updated 7th November 2011 for OCAD10