

## Converting a map to use latest British Orienteering symbols using OCAD8:

### Required:

OCAD8 (It should also be possible to use OCAD8 Demo)

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

### Preparation: OCAD8

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

*\*If the map is from OCAD5, 6 or 7 click OK when opening to convert to OCAD8 format.*

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

Open a new map (**File, New...**) 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 OCAD8 version of the map you wish to convert (**Place with zero offset**).  
**View, Entire map**

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 latest symbols – **the importance of this method is that it preserves the original map and creates no undefined objects.**

**IMPORTANT - please note that any new colours are not imported with the symbols so any differences in colour numbering will produce invisible symbols or even change the colours used by a symbol! If this is the case, the easiest solution is to probably to find someone with access to OCAD 9 and 10 to do this for you as it will create an extra set of colours in the colour table.**

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 symbols

**Extras, Select 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.

**Change symbol** 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**, go **Extras, Select by symbol** and **0 object(s) selected** should appear in the bottom LH corner of the screen.

Repeat for each symbol at the bottom of the palette.

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

*Variations from the above method are possible:*

It is also possible to use the **Change all symbols** tool on the toolbar –

This works best if **Auto select symbol** is ticked in the **Preferences**, and the latest symbols, text and user-defined symbols are hidden on the map.

Select any object on the map (**using the edit object tool**), click on the equivalent symbol in the top part of the palette and then select the **Change all symbols** tool. Click **OK** to approve the action.

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

Repeat for each symbol visible on the map.

Again, 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.

Bruce Bryant – updated 7th November 2011 for OCAD8