

# COMPUTER COURSE MAPS

(For Dummies)

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Central KY Region

**A simple technique  
to produce site and  
course maps  
using Microsoft Excel**

**WHY DO IT?**

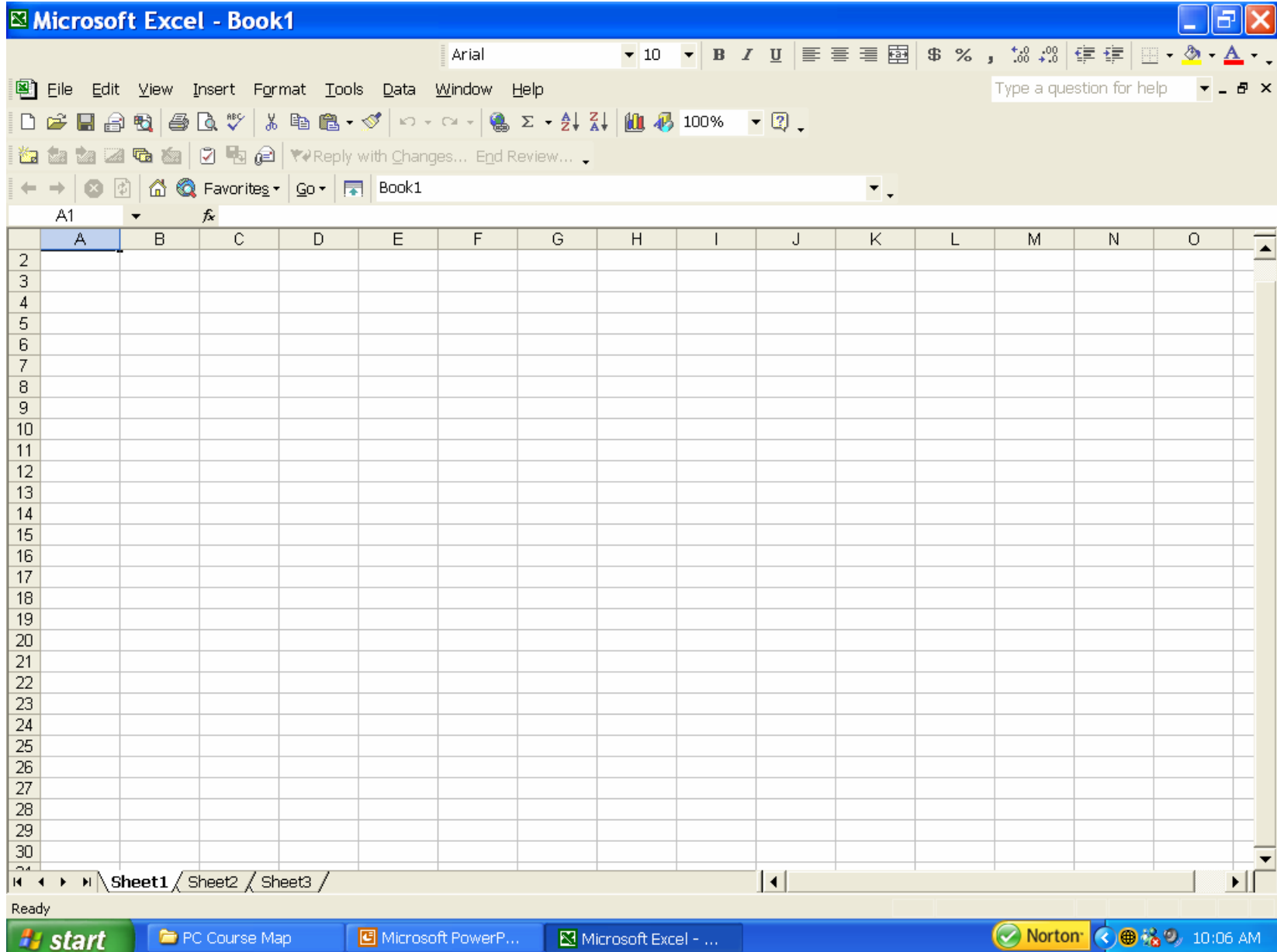
- **Make accurate drawings of event sites.**
- **Design course maps in advance.**
- **Email maps to others for review.**
- **Provide course maps for event entrants.**
- **Save course designs for the future**

# And...

- **Identify and promote the event sponsor.**
- **Use for site owner and potential sponsor presentations.**

# ARE YOU CONVINCED?

Open an Excel spreadsheet.  
It will probably look like this:

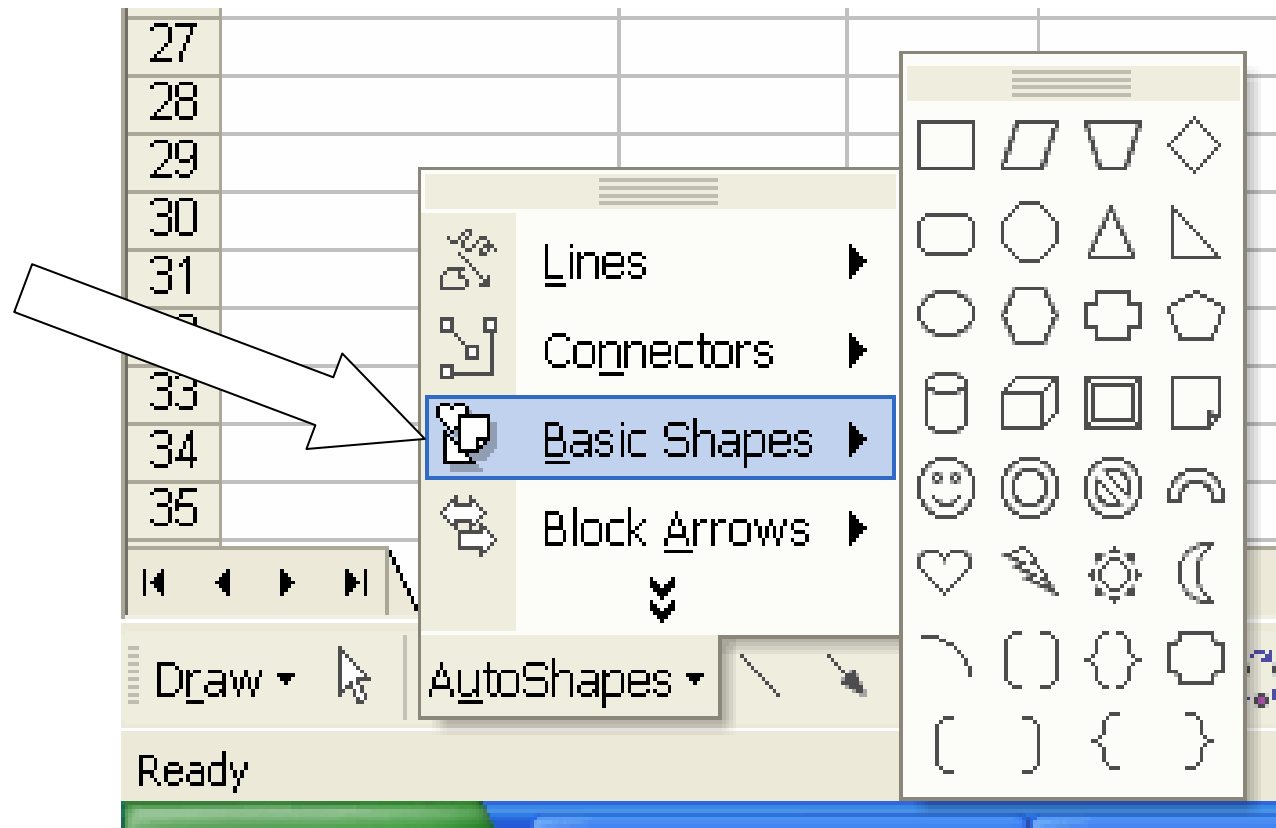


- Under VIEW, click TOOLBAR, then check the square for DRAWING.
- This adds a toolbar at the bottom of the spreadsheet.

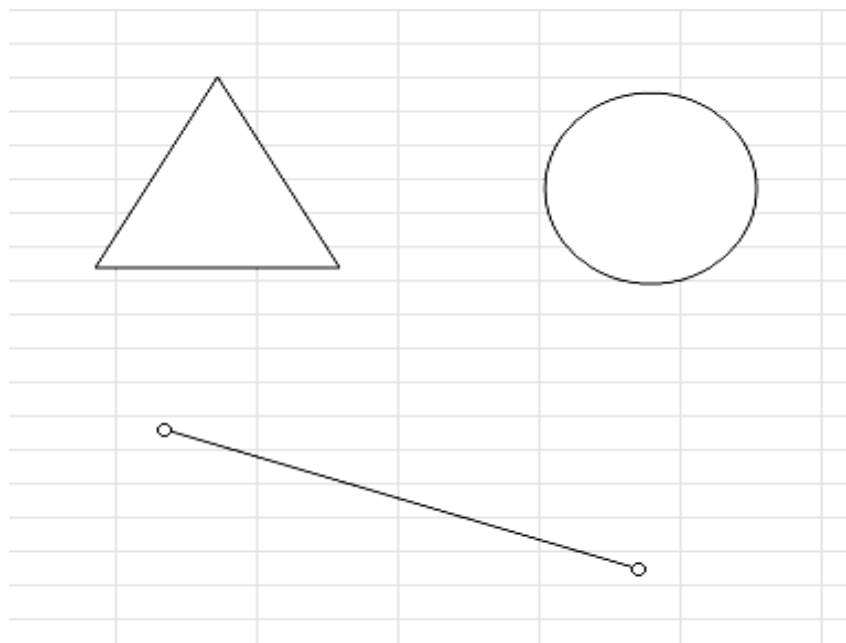




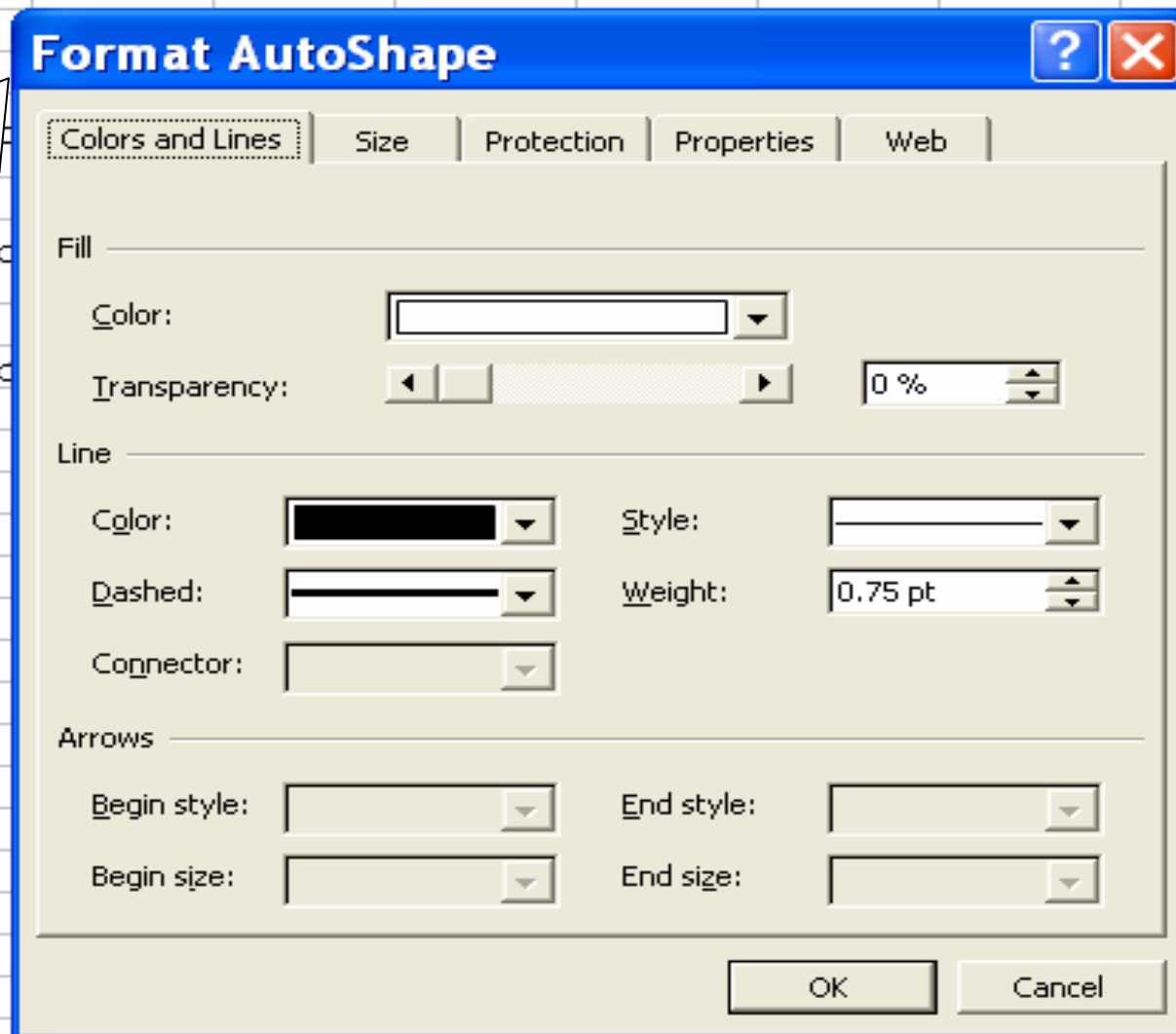
# Get your PYLONS, POINTERS & COURSE LINES here:



Click on **BASIC SHAPES** for a triangle or circle, or click on a straight line. Then click anywhere on the spreadsheet to add the **AUTOSHAPE**.



Click on **FORMAT**, and use this box to edit the autoshapes you just created.



The image shows the 'Format AutoShape' dialog box, which is used to modify the appearance of shapes in a document. The dialog has a blue title bar with a question mark and a close button. It contains several tabs: 'Colors and Lines', 'Size', 'Protection', 'Properties', and 'Web'. The 'Colors and Lines' tab is currently selected. The dialog is divided into three main sections: 'Fill', 'Line', and 'Arrows'. The 'Fill' section includes a 'Color' dropdown menu and a 'Transparency' slider set to 0%. The 'Line' section includes a 'Color' dropdown menu (set to black), a 'Style' dropdown menu, a 'Dashed' dropdown menu, a 'Weight' dropdown menu (set to 0.75 pt), and a 'Connector' dropdown menu. The 'Arrows' section includes 'Begin style' and 'End style' dropdown menus, as well as 'Begin size' and 'End size' dropdown menus. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A white arrow points from the left towards the 'Colors and Lines' tab.

**Format AutoShape**

Colors and Lines | Size | Protection | Properties | Web

Fill

Color:

Transparency:  0 %

Line

Color:  Style:

Dashed:  Weight:  0.75 pt

Connector:

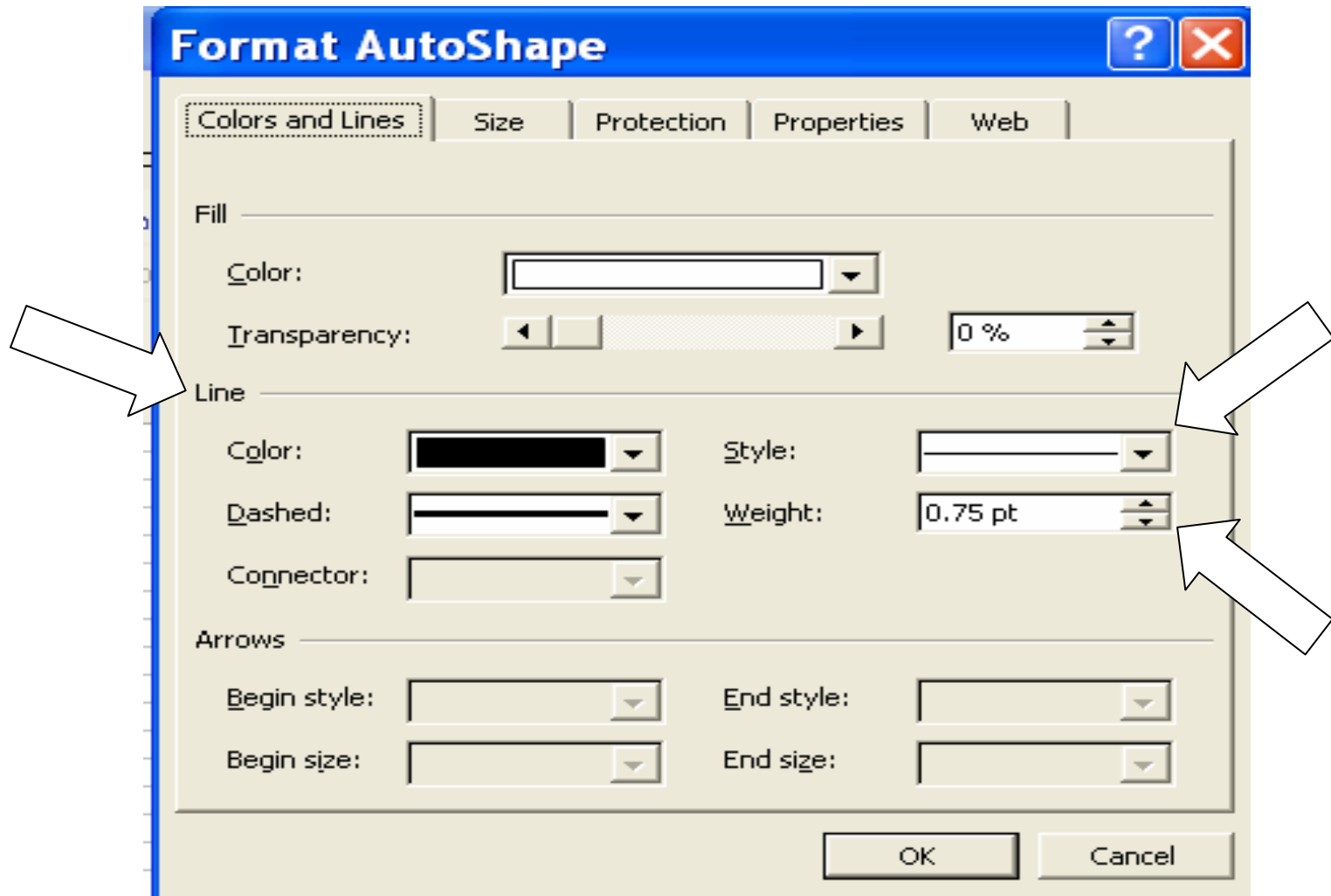
Arrows

Begin style:  End style:

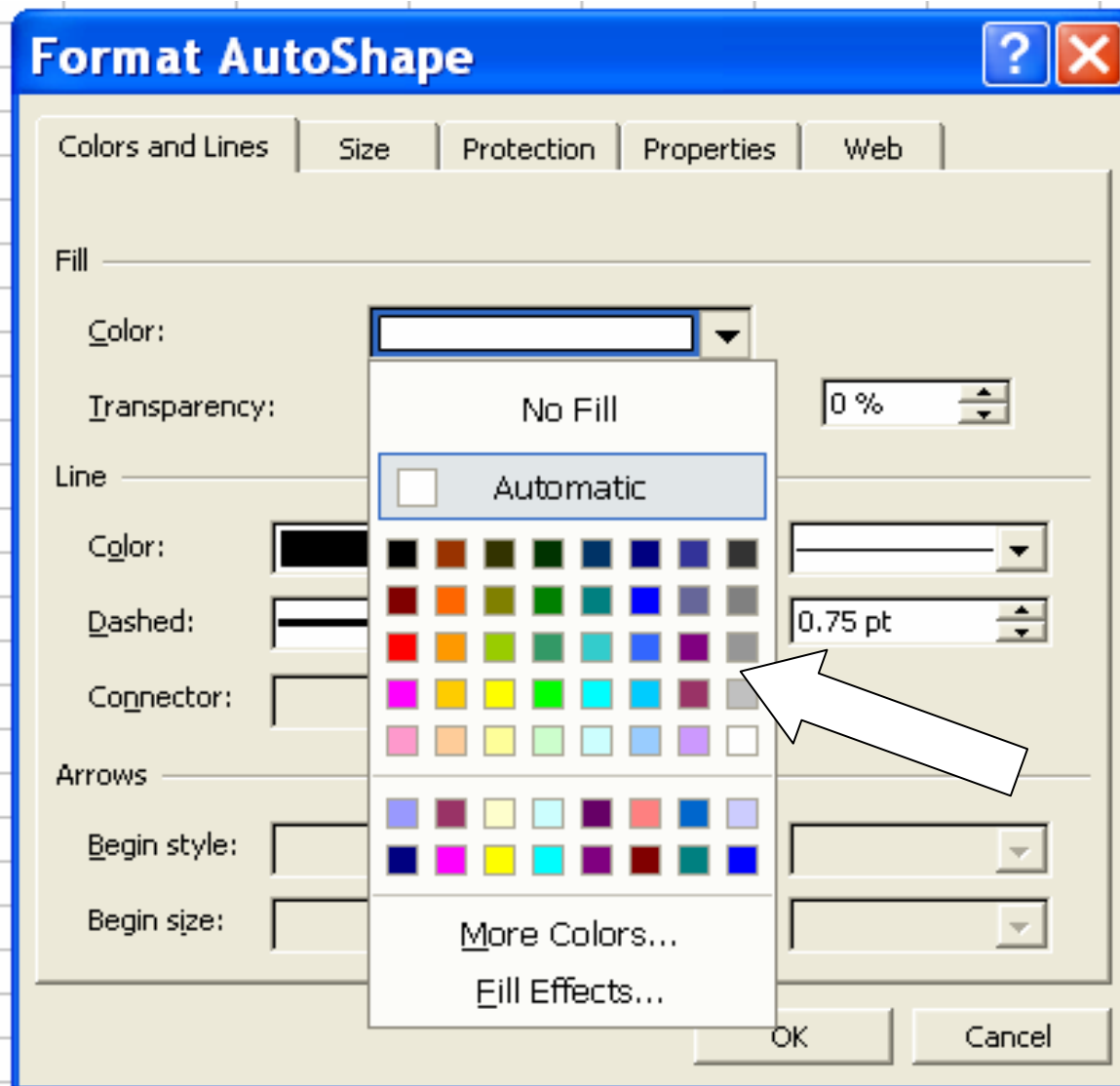
Begin size:  End size:

OK Cancel

Use LINE, STYLE, and WEIGHT TO edit these elements.

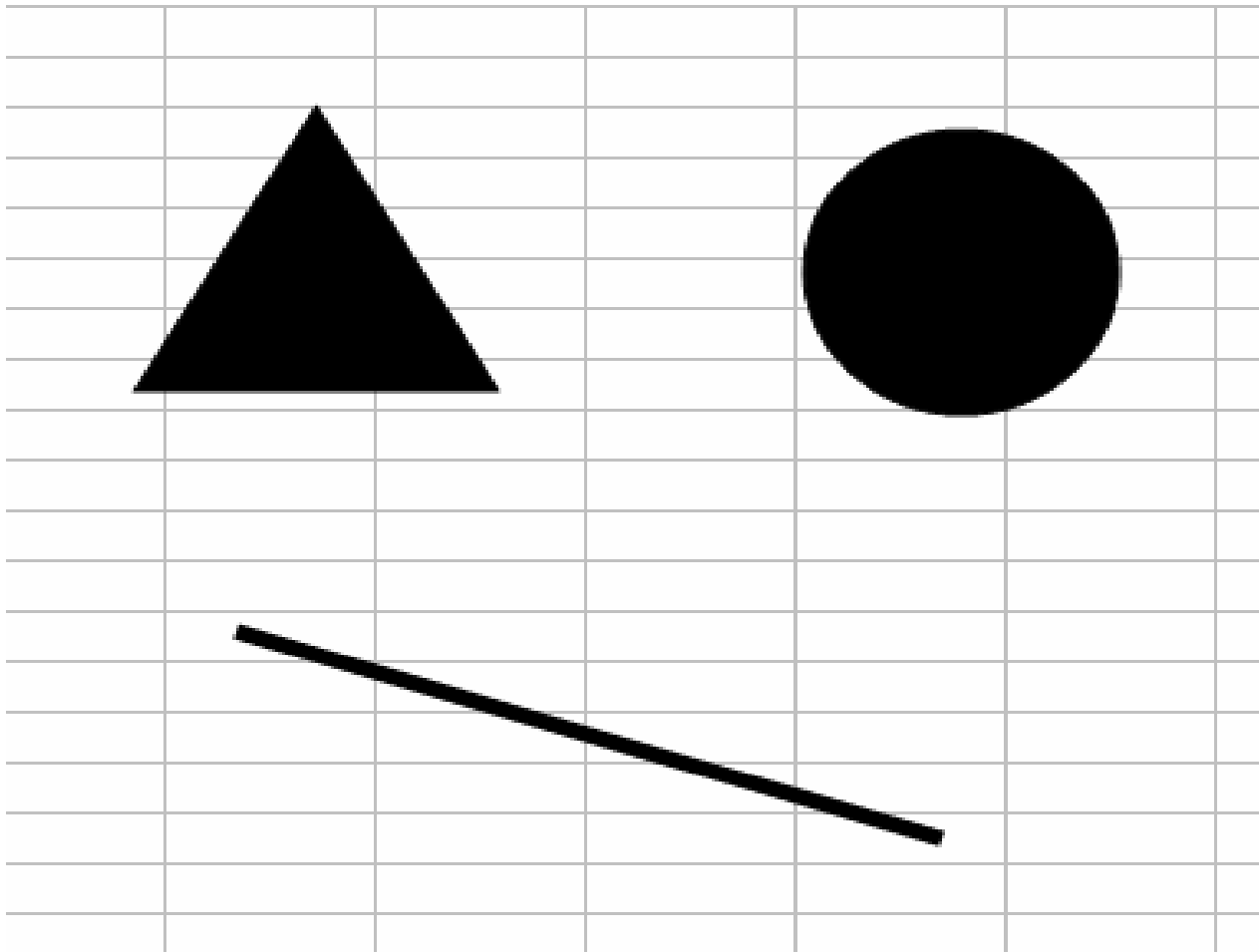


# And add "fill" to an autoshape



You can fill in the autoshapes  
with solid color, and change the  
Style and width of the lines...

Like this:

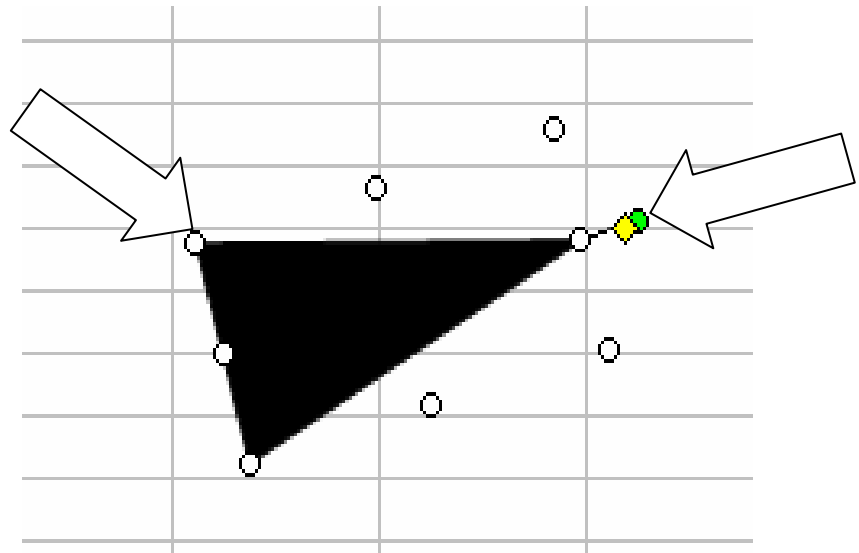


I DON' SEE NO  
STINKING PYLONS???

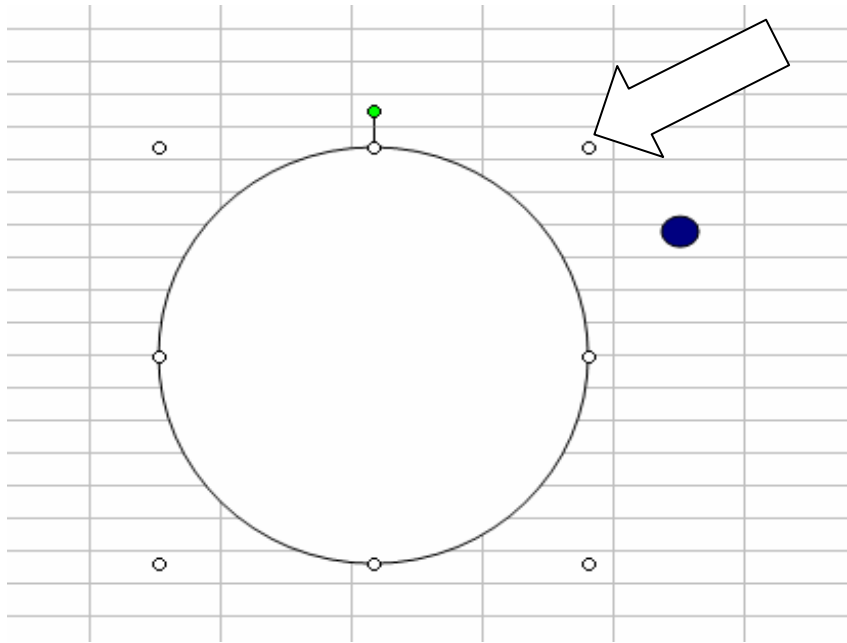


Patience....click on one of the autoshapes again, and drag the edges or corners to elongate a triangle to a *POINTER CONE*. Note that you can rotate the autoshape by scrolling the green dot.

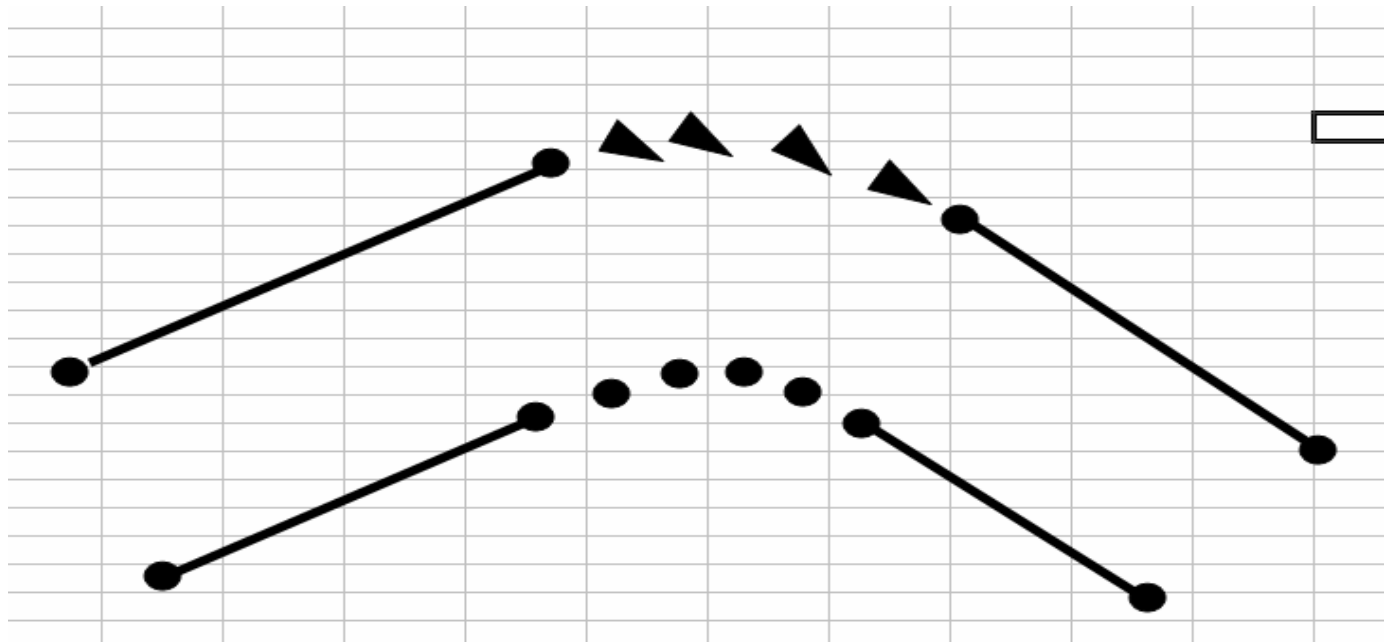
(also drag the corners to change size)



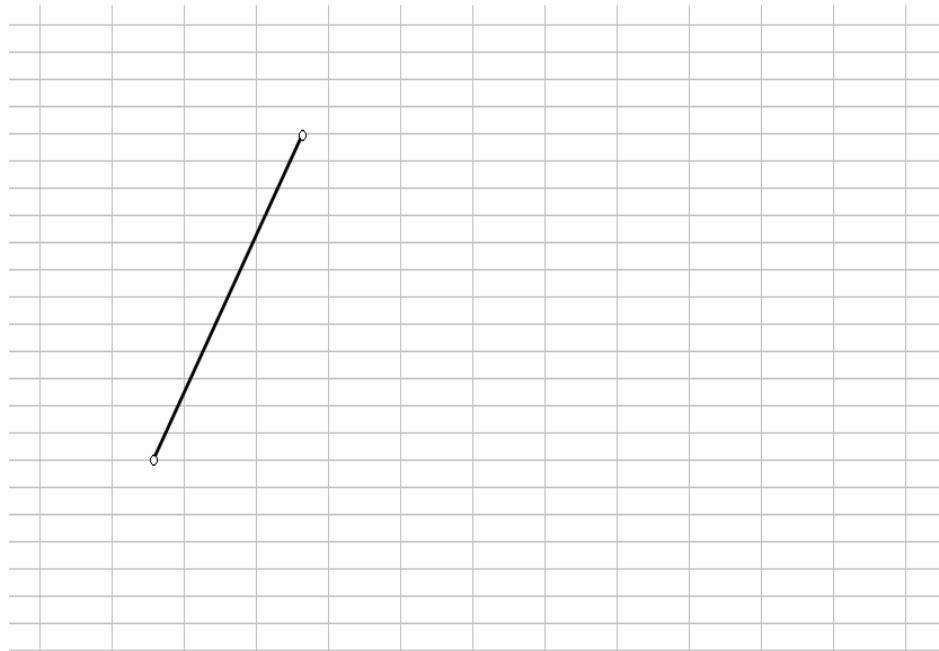
And...create a *PYLON* by changing a big open circle to a small one with a black fill:



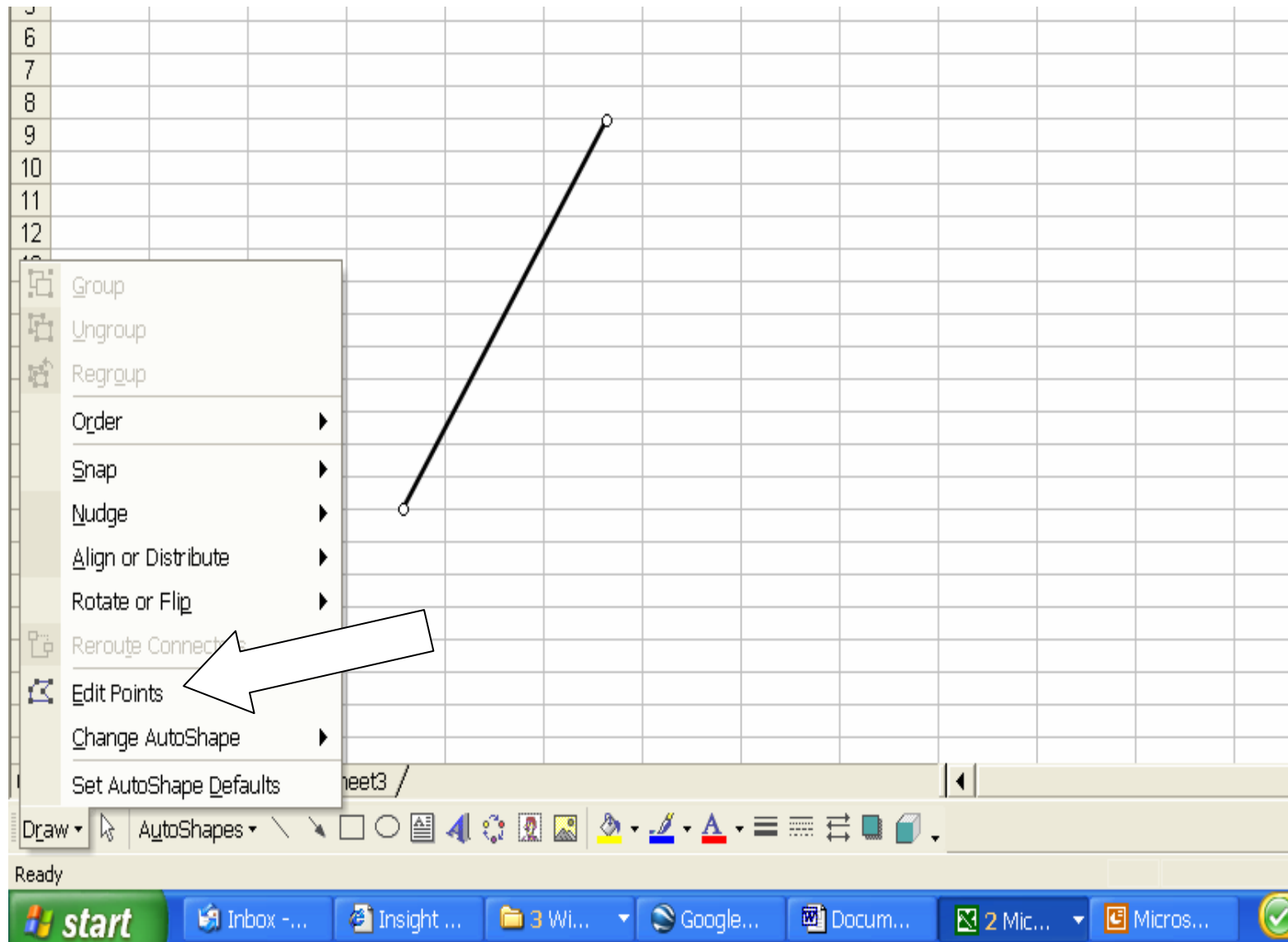
So....you can now create round dots for pylons, triangles for pointer cones, and use lines to outline the course.



If you want to show the *COURSE OUTLINE*, there's a technique to speed up the process. Start by drawing a line:



# Click on DRAW and EDIT POINTS



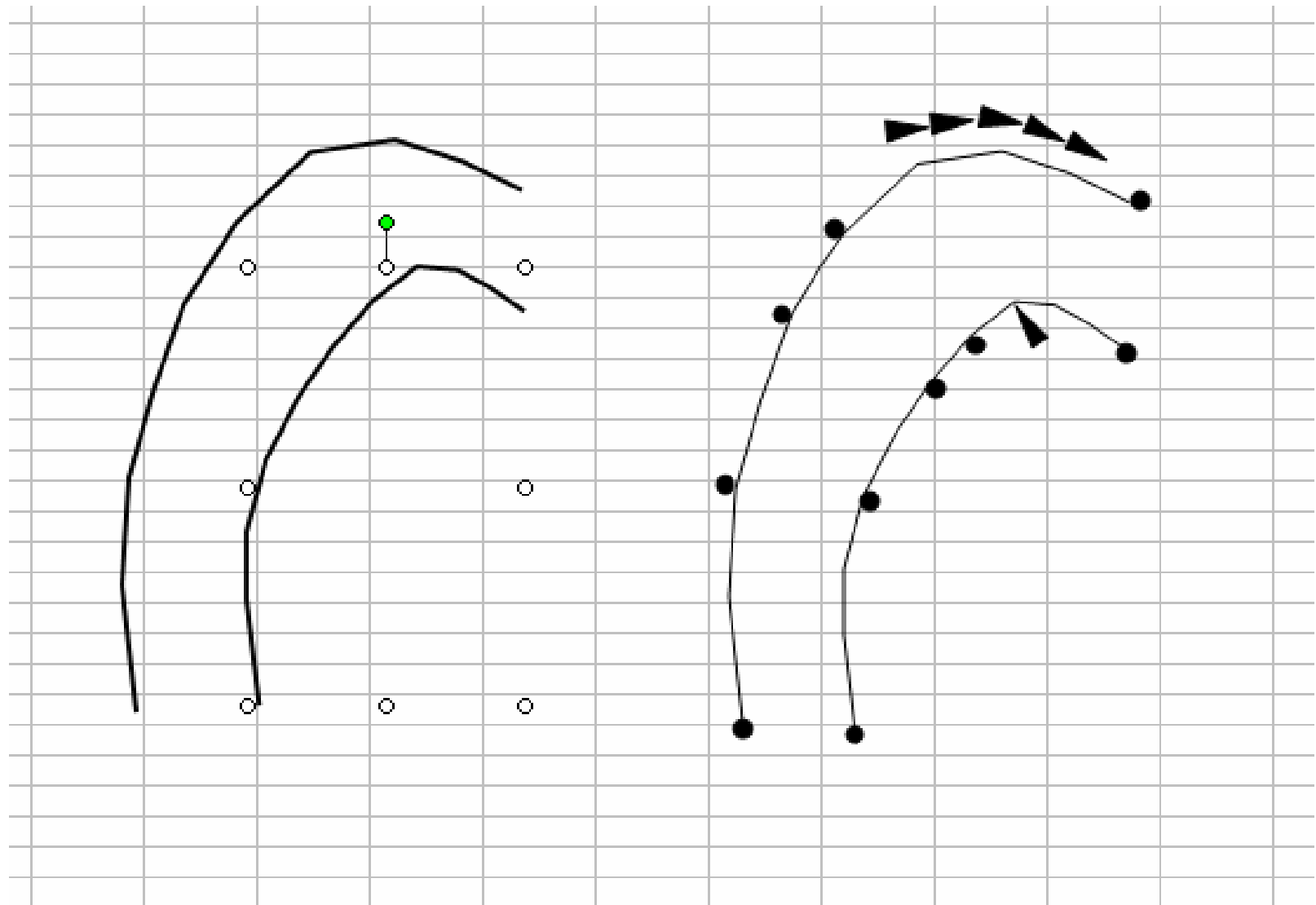
Click on different points of the *same line*. Drag and stretch to make longer sections of the course without drawing a new line.



Once you create cones, pointer cones and lines, these can be copied, pasted and drug around the site map.

You can just illustrate the *COURSE ROUTE*, or also add *PYLON LOCATIONS*.

Like this:





Hmmm....we can't have a course  
without a *site map*...

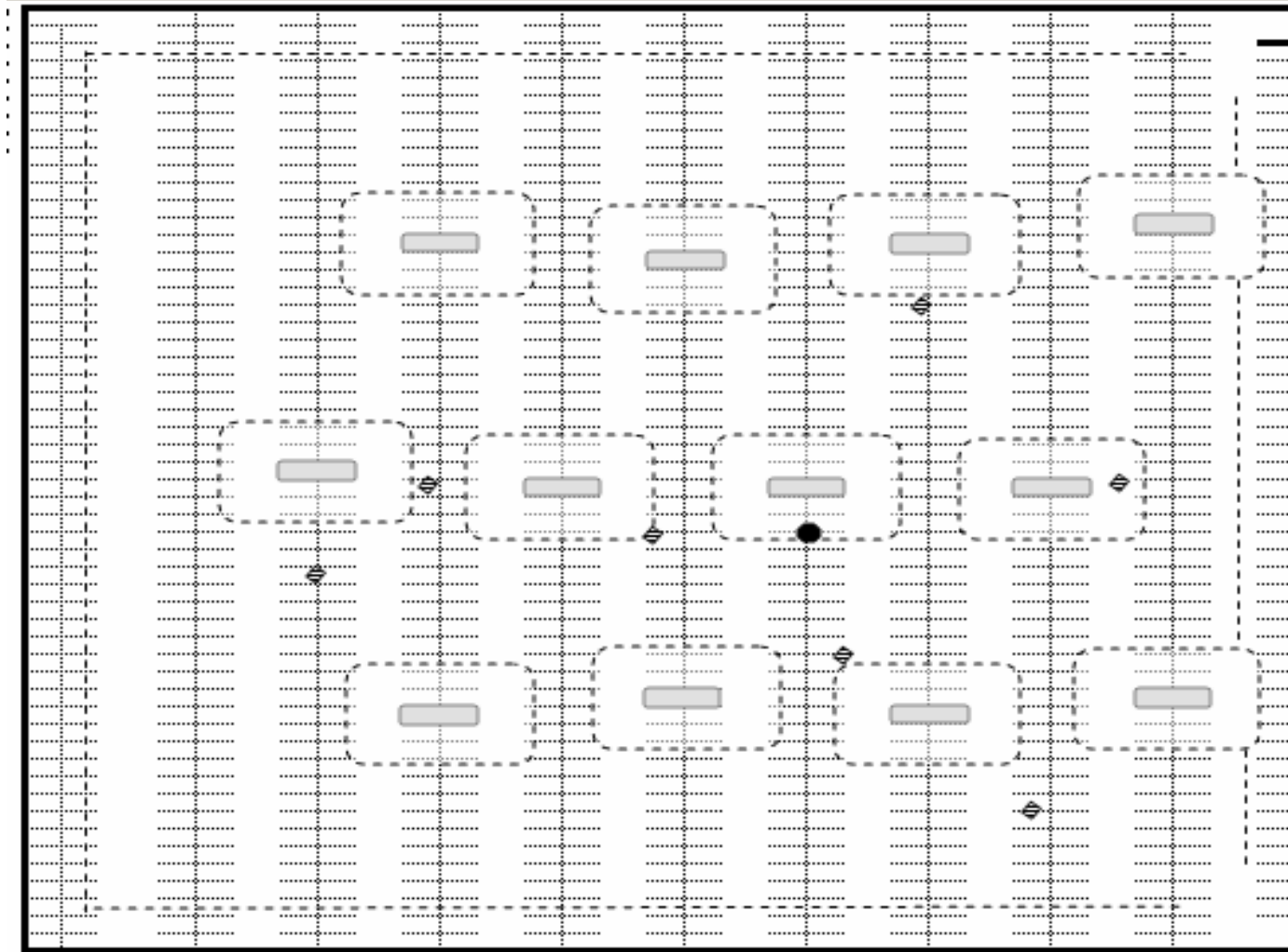
There are two formats:

# Use an aerial image

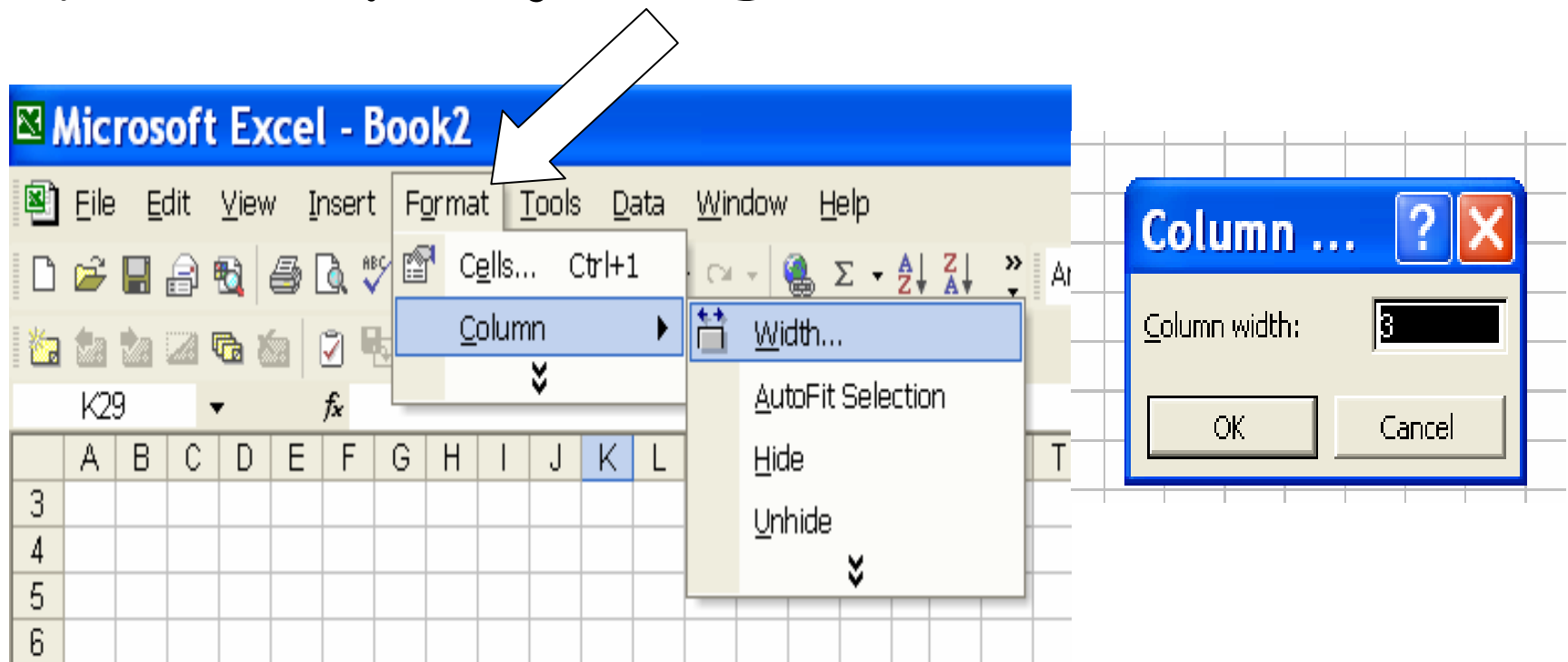
(from Google Earth)



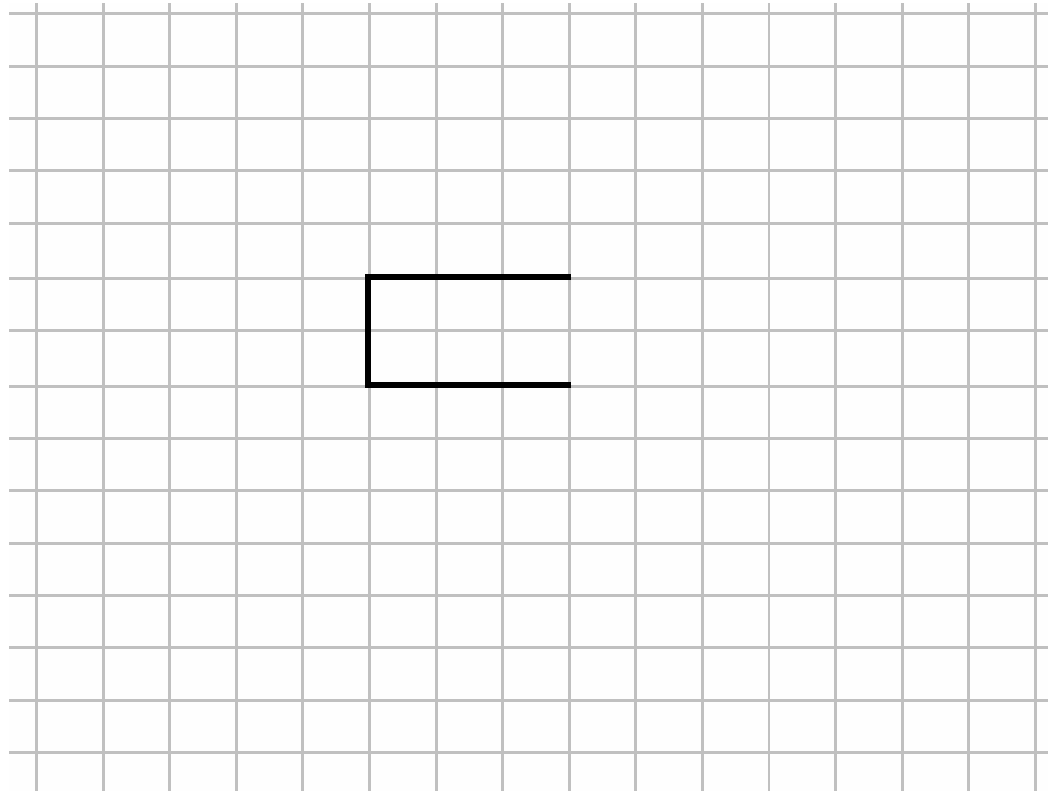
# Or draw a map...



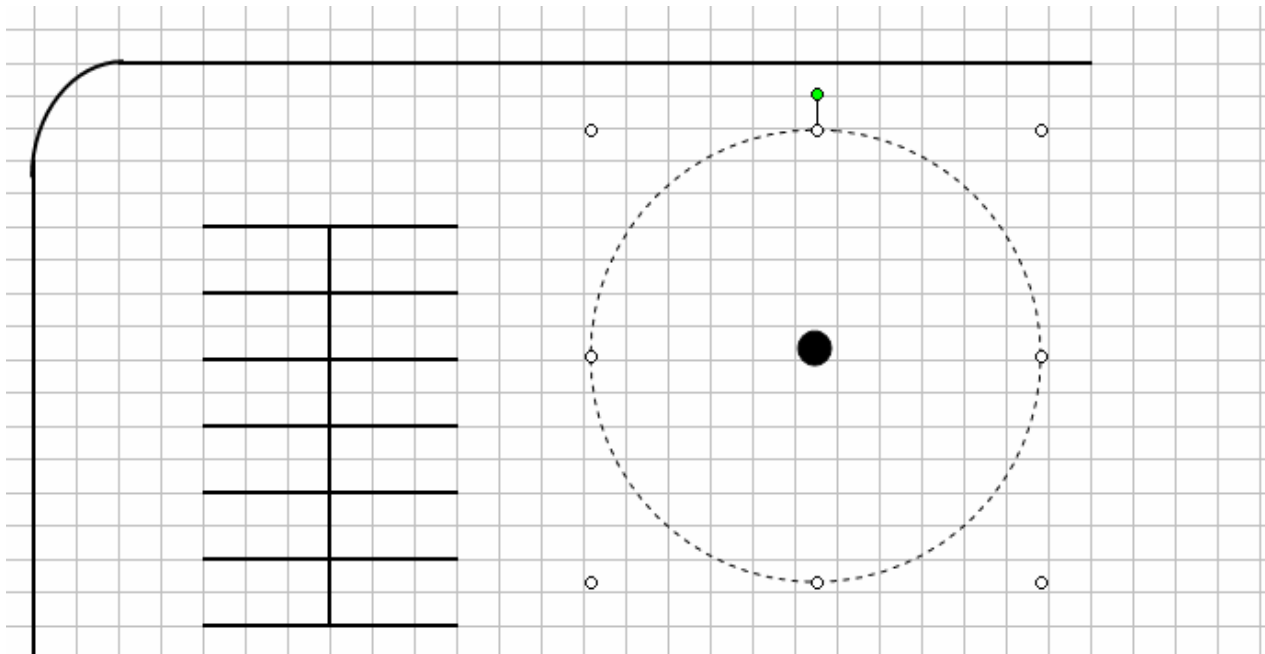
To draw a parking lot **SITE MAP**,  
change the spreadsheet cells into  
squares by adjusting **COLUMN WIDTH**.



Use **FORMAT**, **CELLS** & **BORDER** to add likes to the cells, and create an outline of a **PARKING SPACE**.



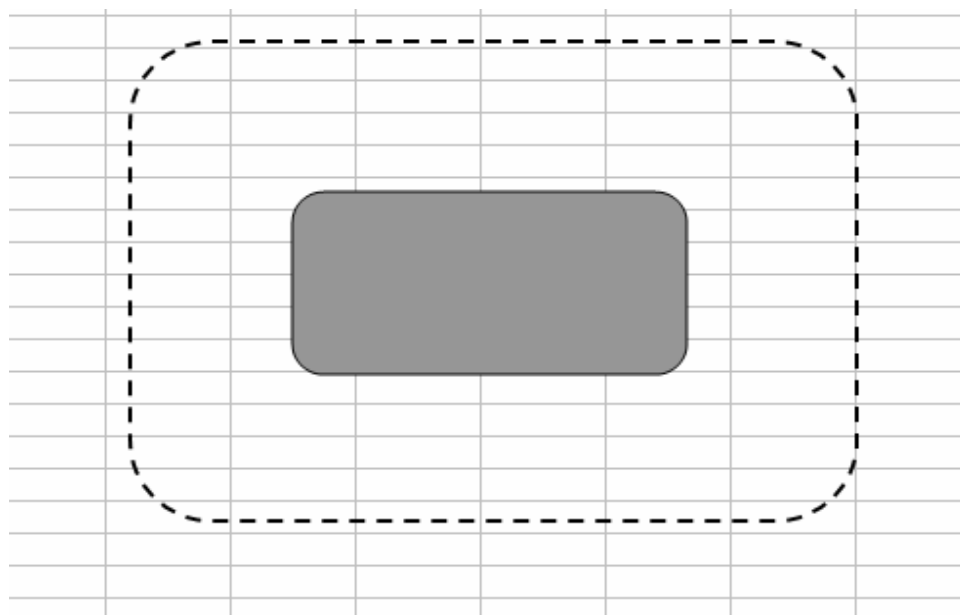
The basic elements can be used to draw a parking lot with parking spaces, black dots for light poles, and identify "Safety Distances" with dotted lines.



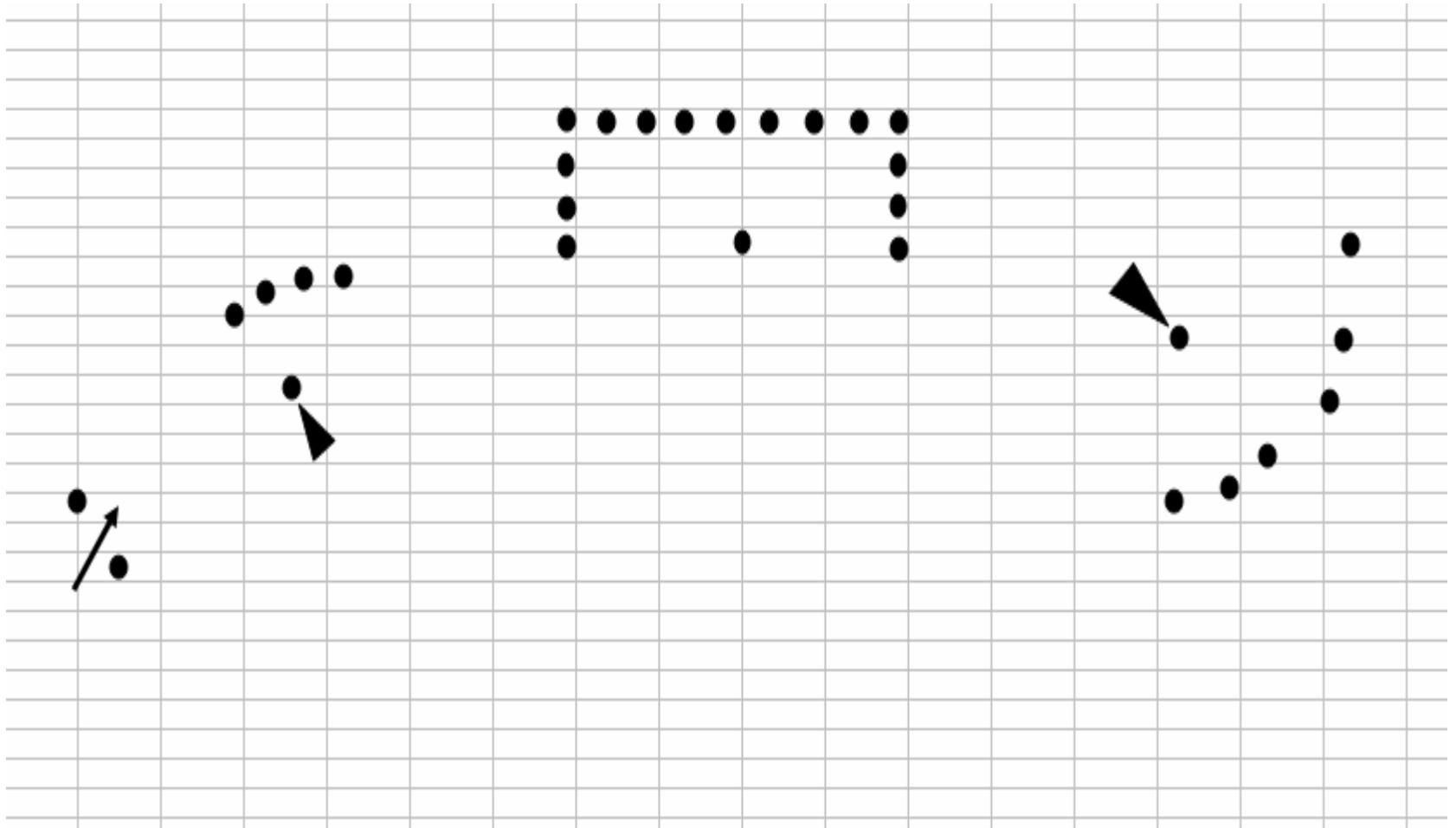
Use your imagination...

A traffic island is a filled AUTOSHAPE.

The 25 FT. SAFETY DISTANCE is another with a dotted line, designated as "100% transparent" and placed over the first AUTOSHAPE.

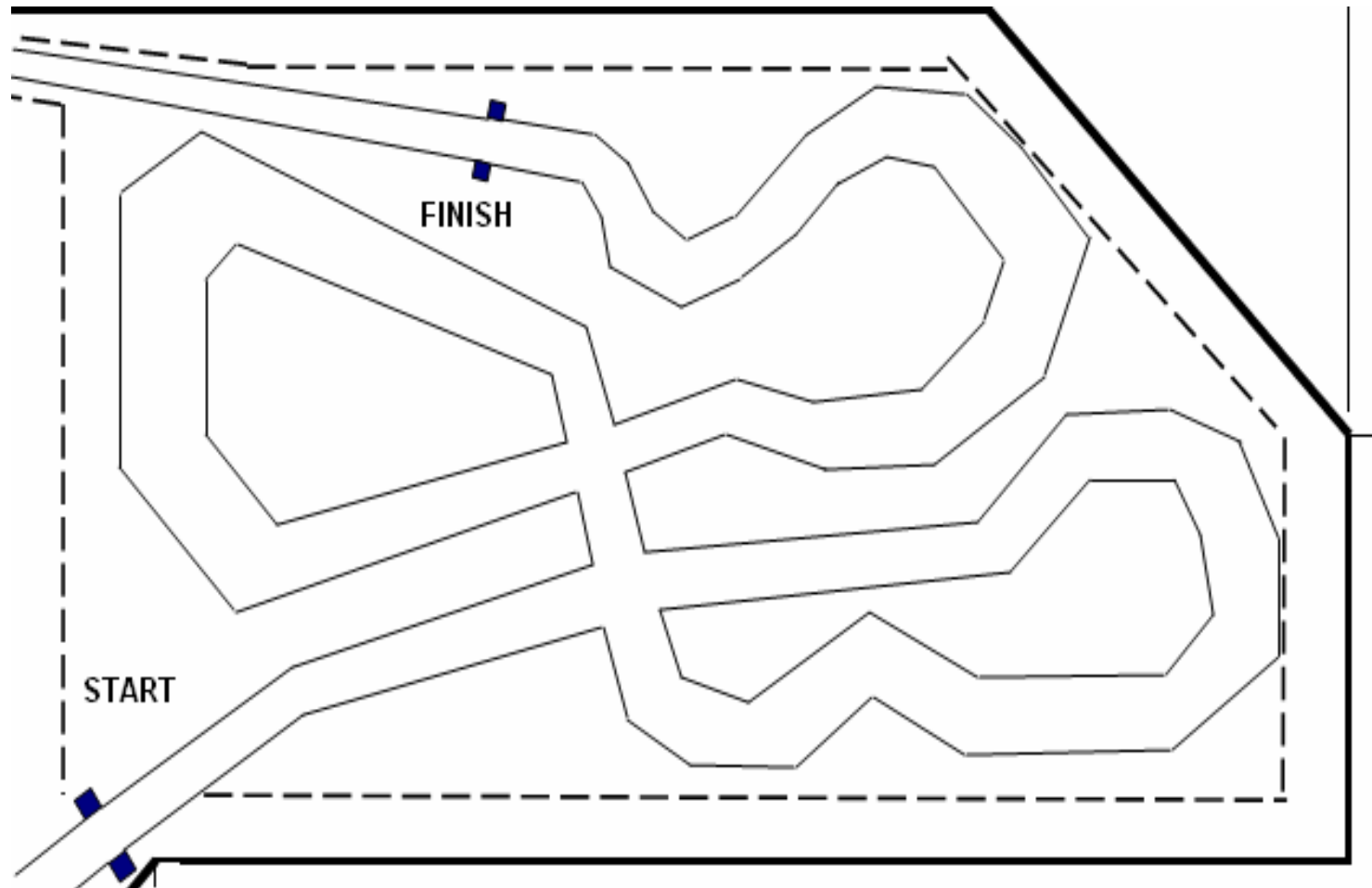


The course can be designated like this:

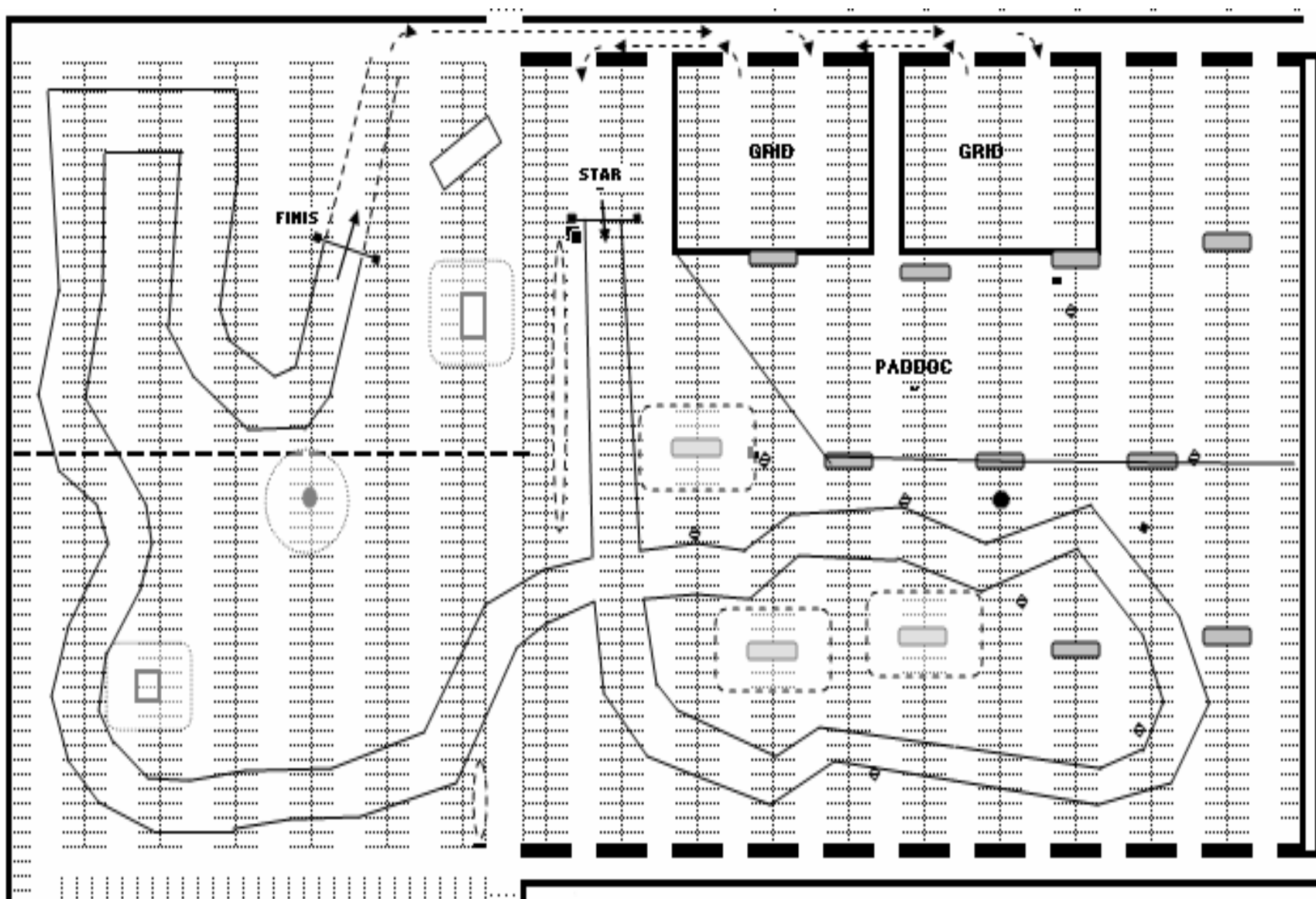




Or this:



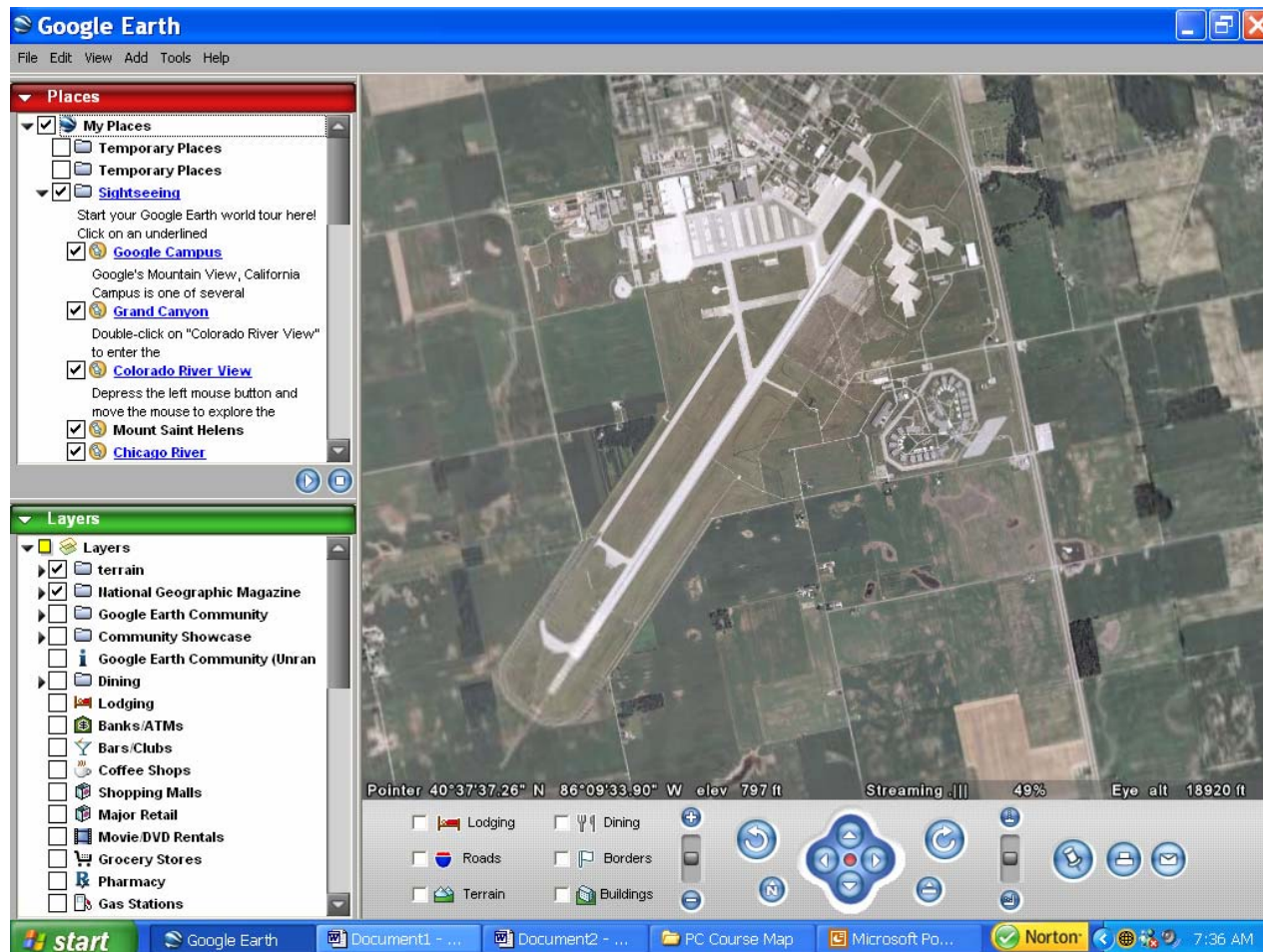
# Or like this:



# To make an aerial map, open "Google Earth"

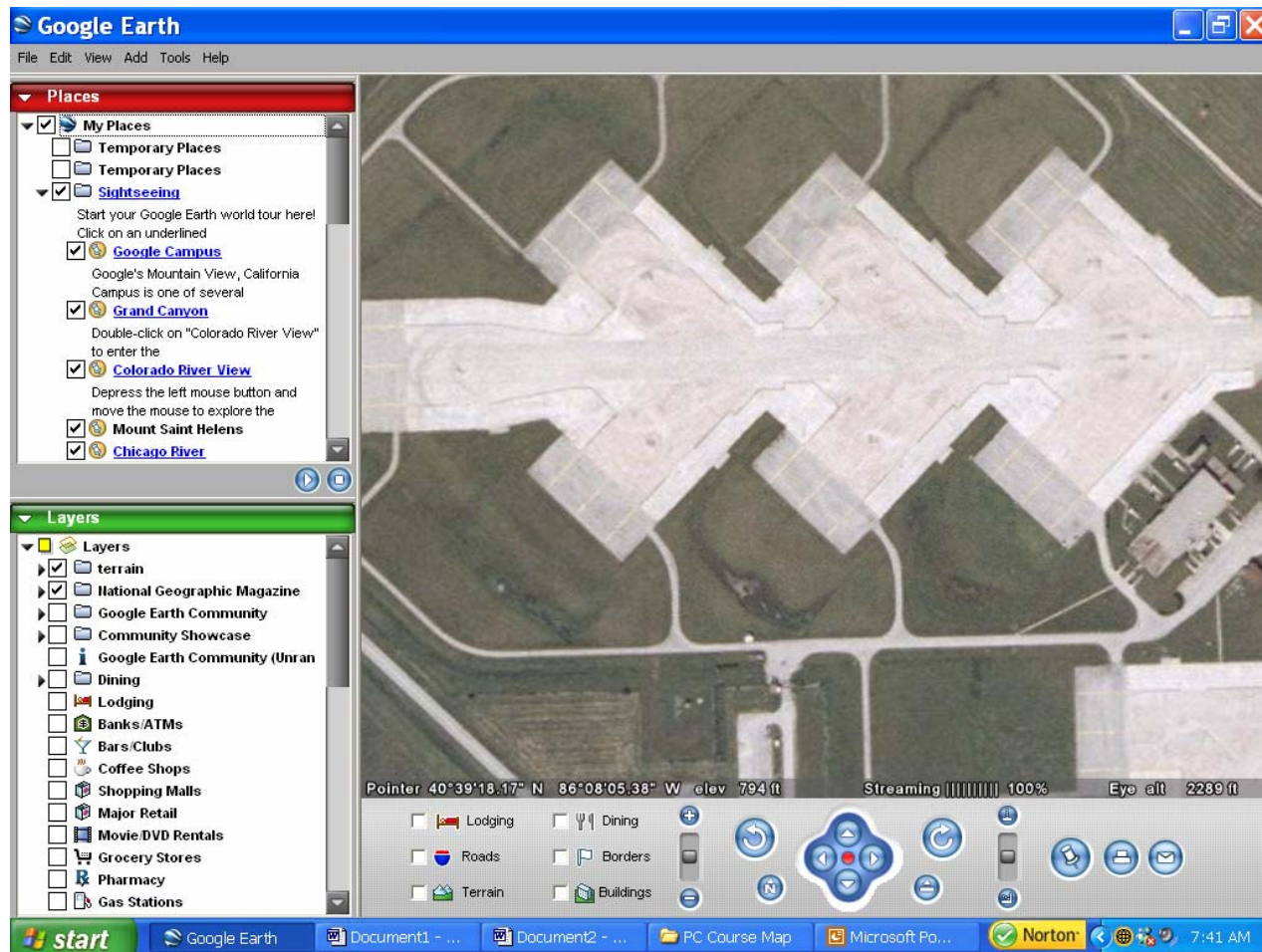


# Zoom in to find your location (You may have to search around...)

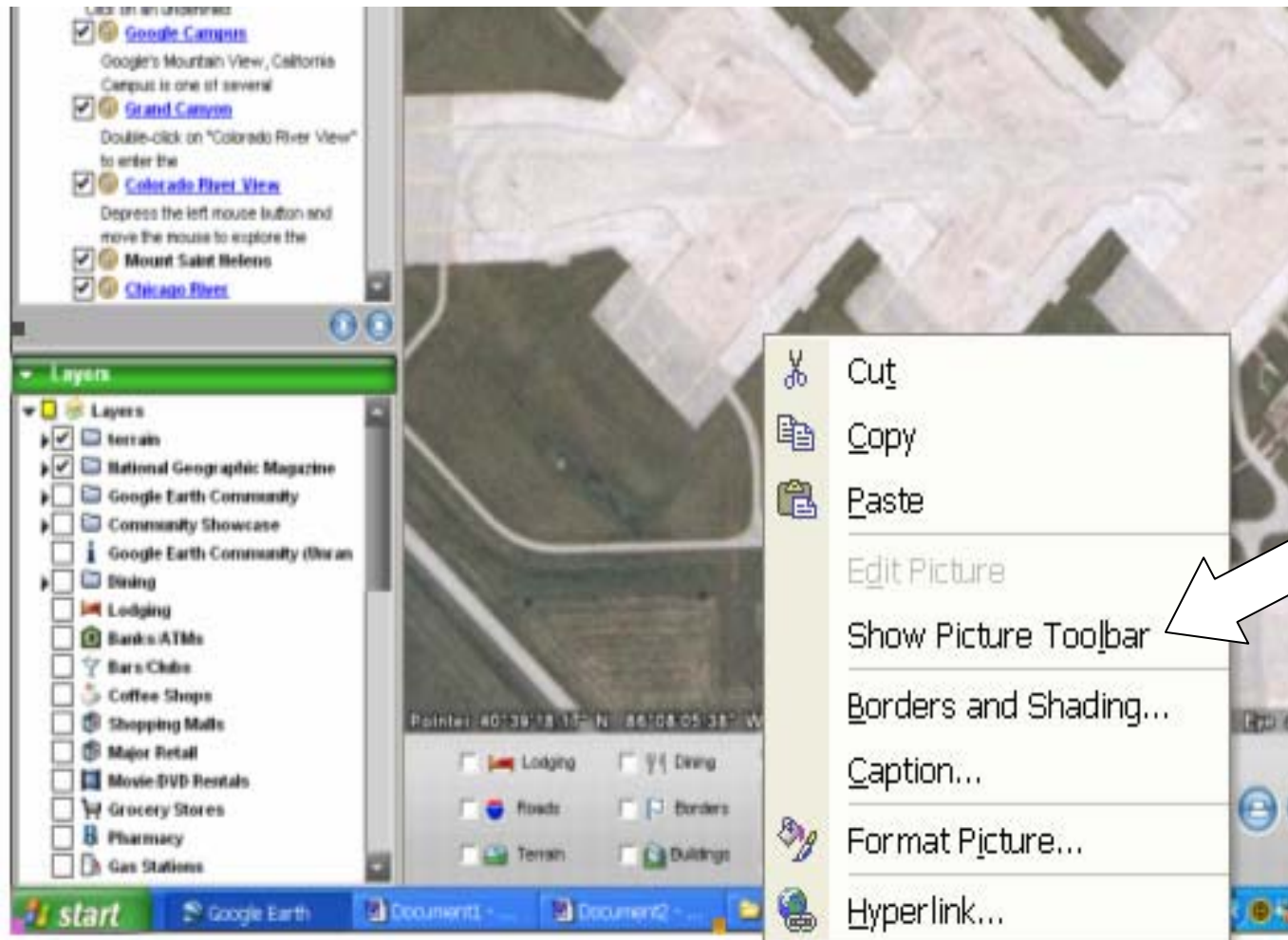




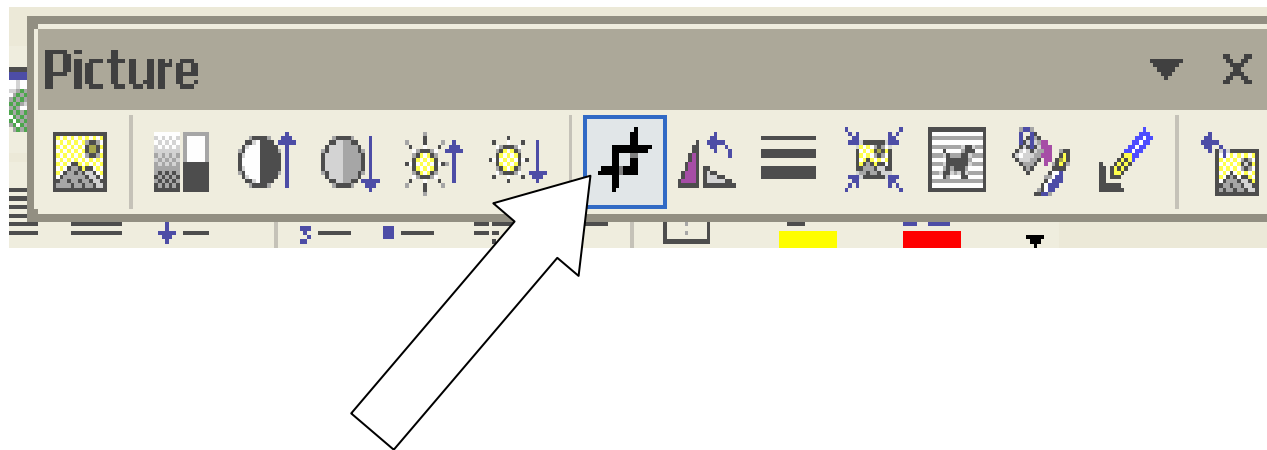
Once you have the desired image, press **PRINT SCREEN**. Open a blank **WORD DOCUMENT**, and **PASTE** the image.



# Right click, then "Show Picture toolbar"



The picture toolbar pops up. Use "CROP" to eliminate everything except the image you want for the course map. (Click on crop, then drag inward at the small black square on each side of the image)



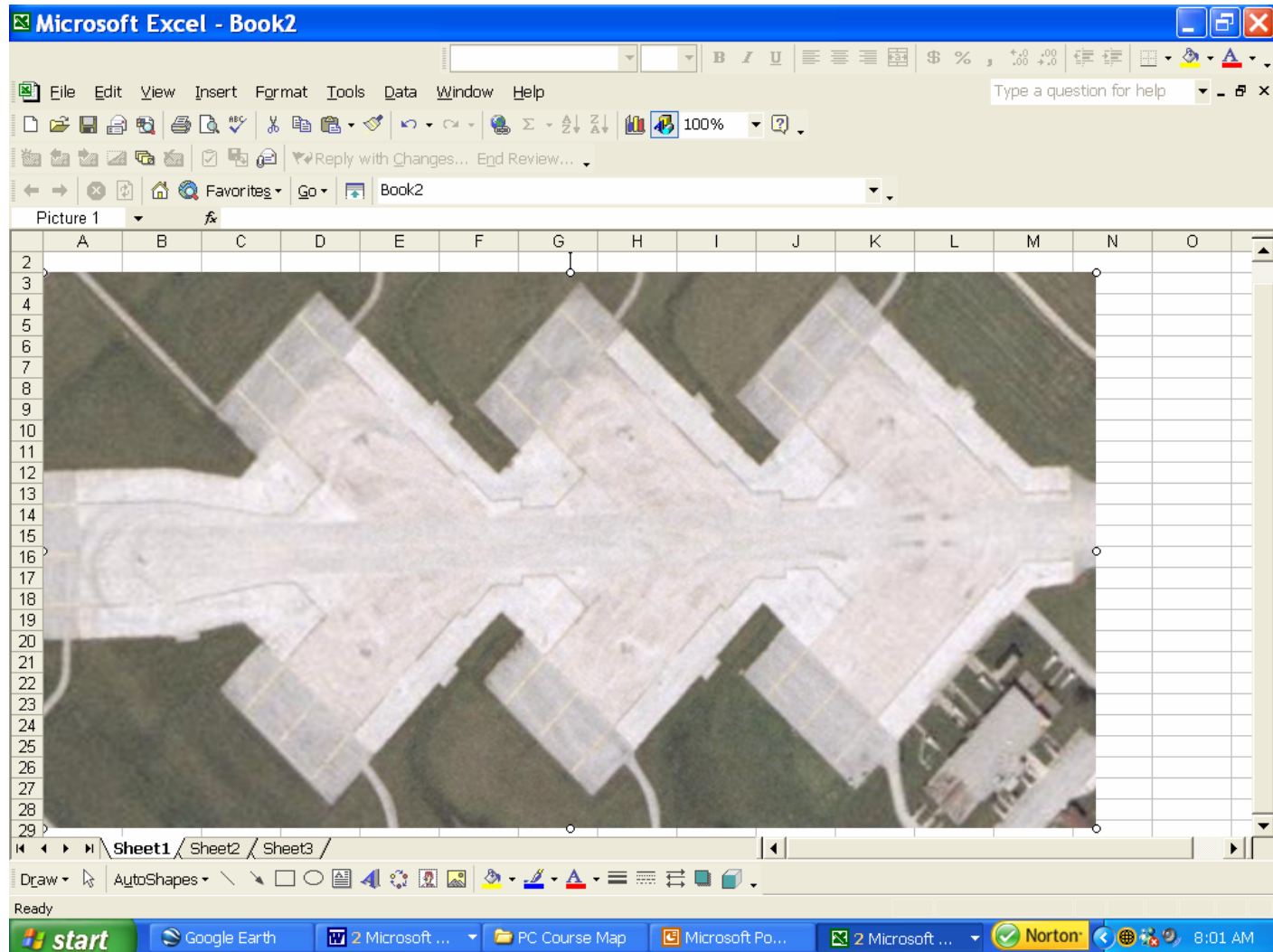
# Like this:

(Remember, this is still a WORD document)





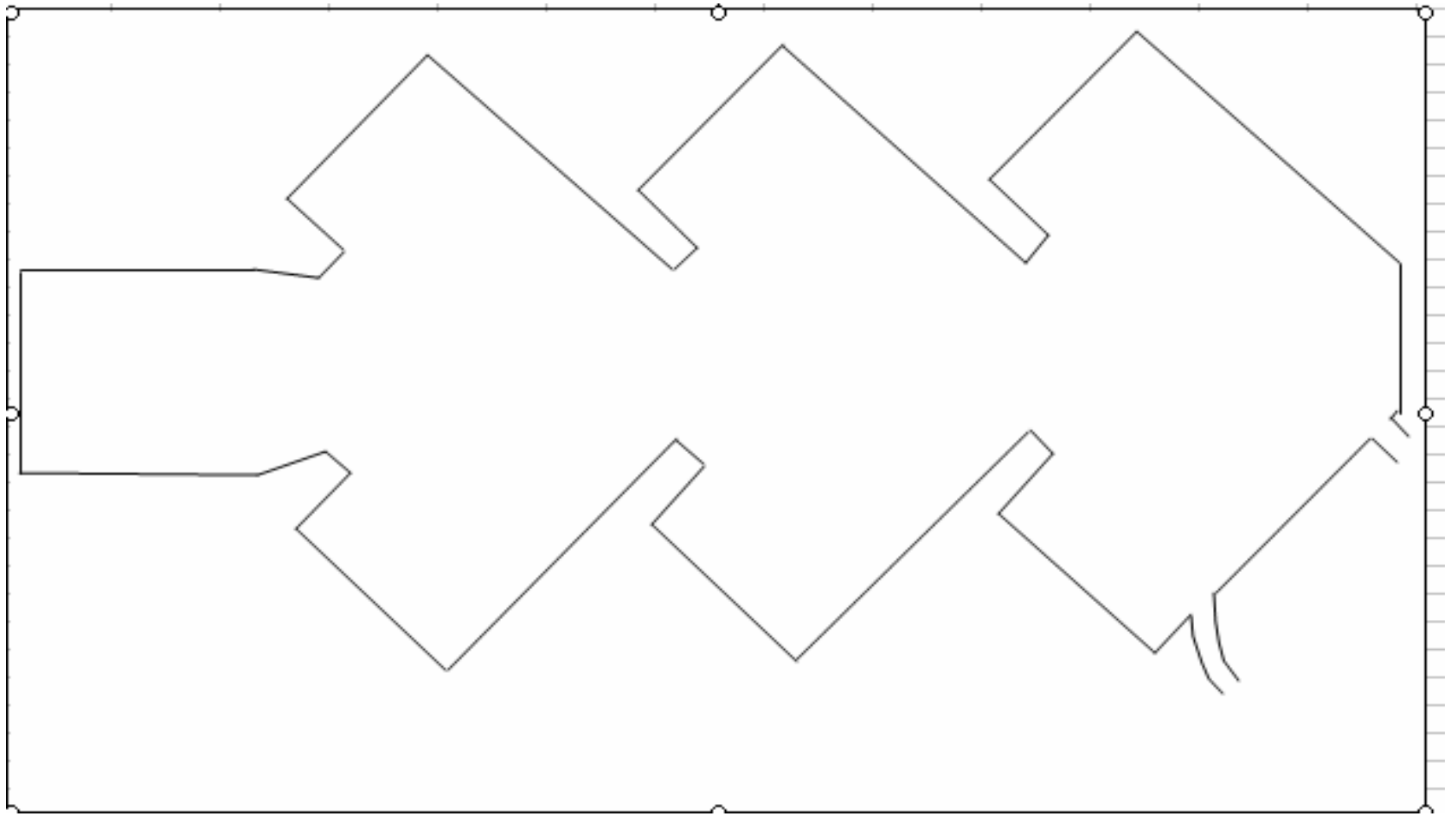
# Copy & paste into an EXCEL worksheet



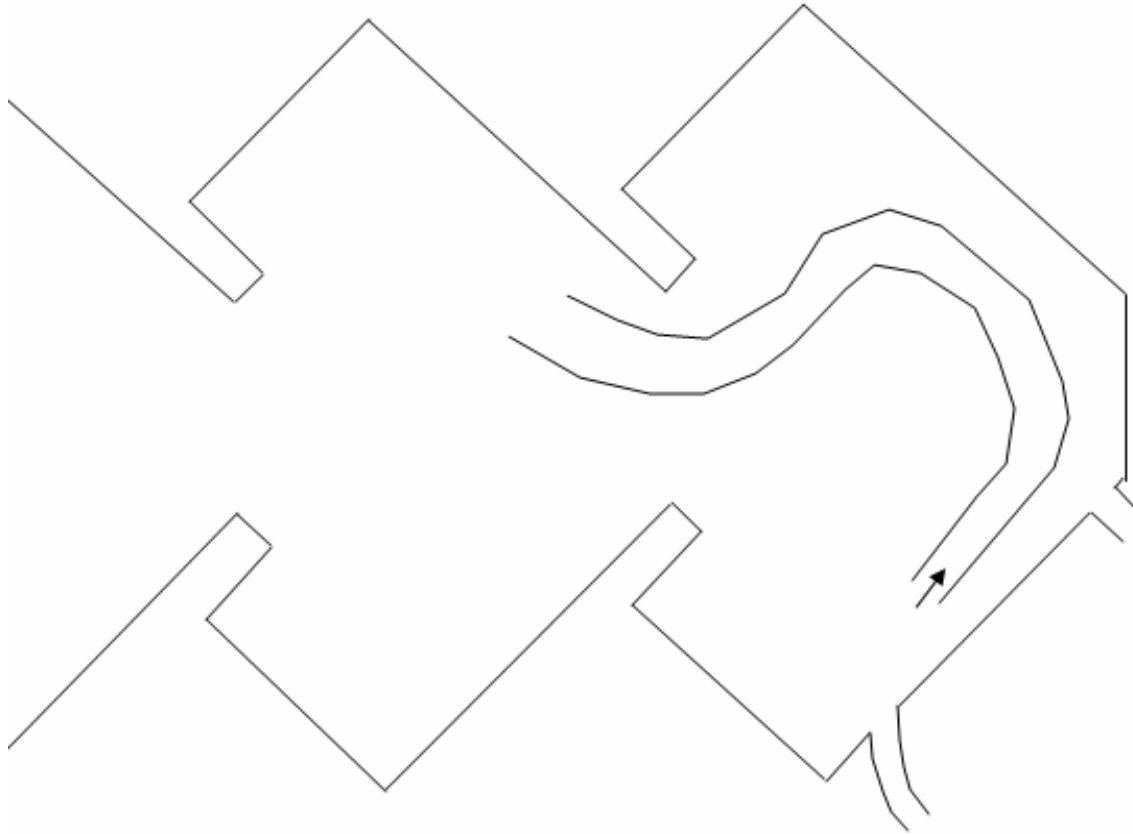
**Using FORMAT, PICTURE, you can edit brightness to show the image outline and add the site outline as needed.**



Like this:

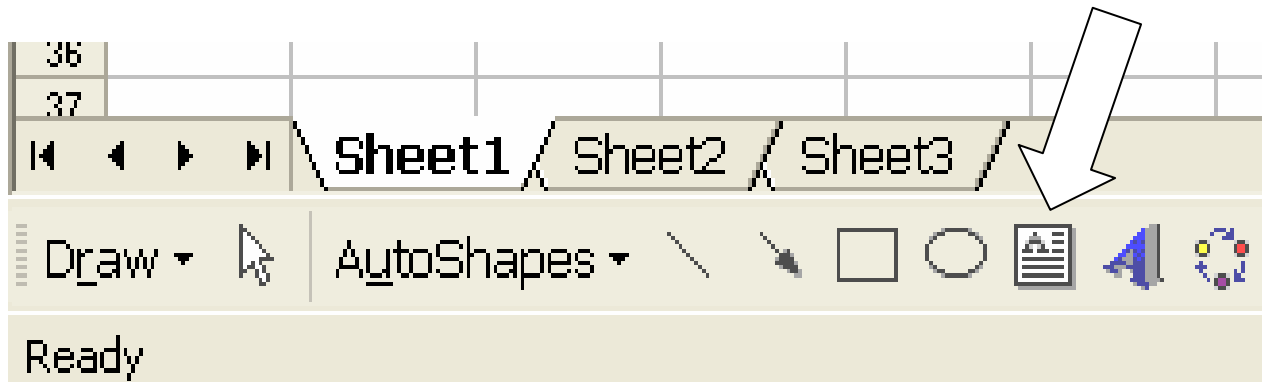


**It's easier to zoom to a larger size to lay out the course design, then reduce to 8 ½ x 11 for printing.**

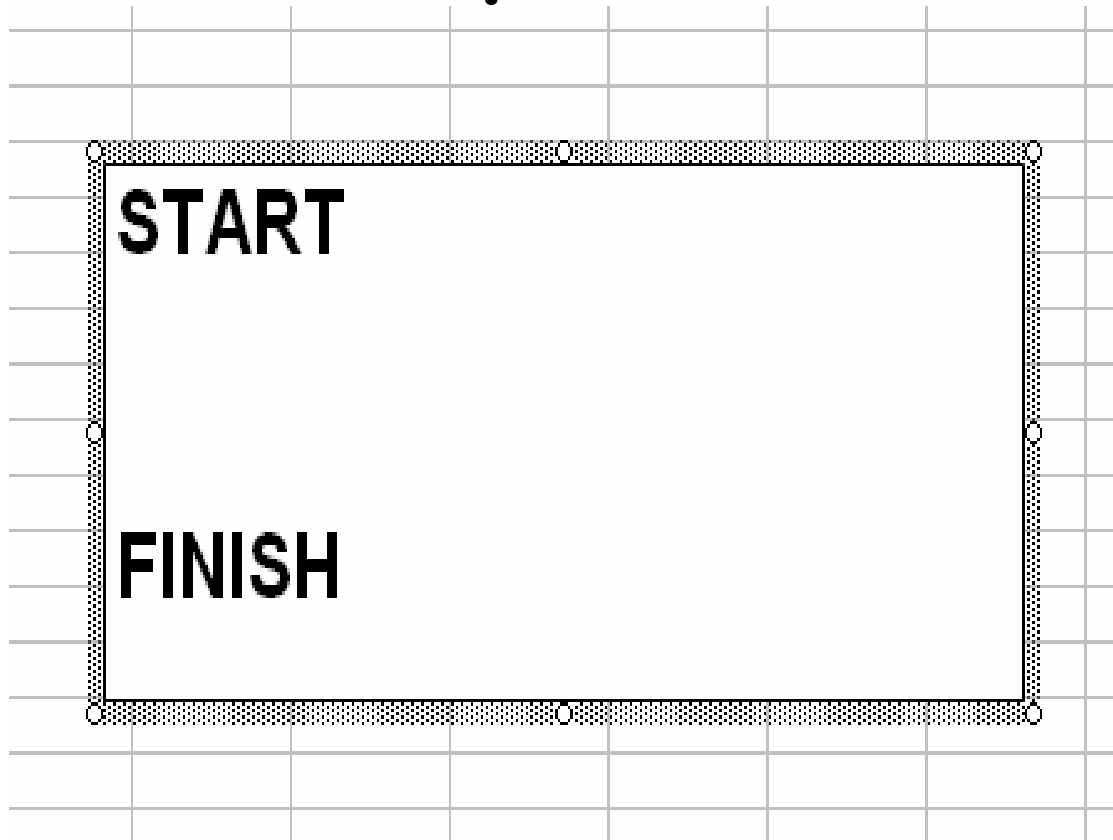


# For the finishing touch...

## Open a TEXT BOX by clicking on the icon in the DRAW toolbar.



**This can be placed anywhere on the spreadsheet. Use this for titles or copy & paste images to complete your course map.**



One of the best uses of a text box is to include an EVENT SPONSOR'S logo on every course map:



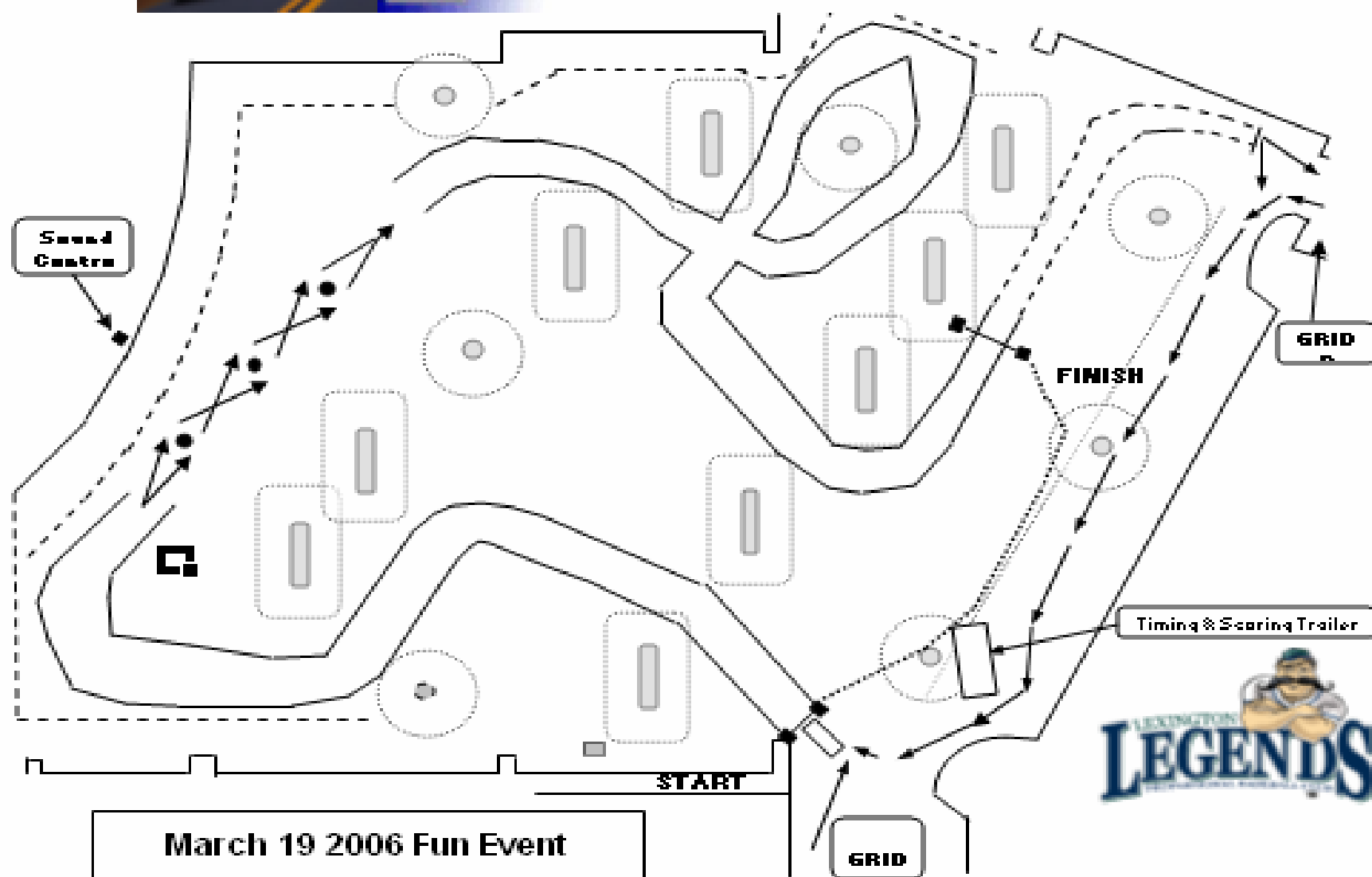
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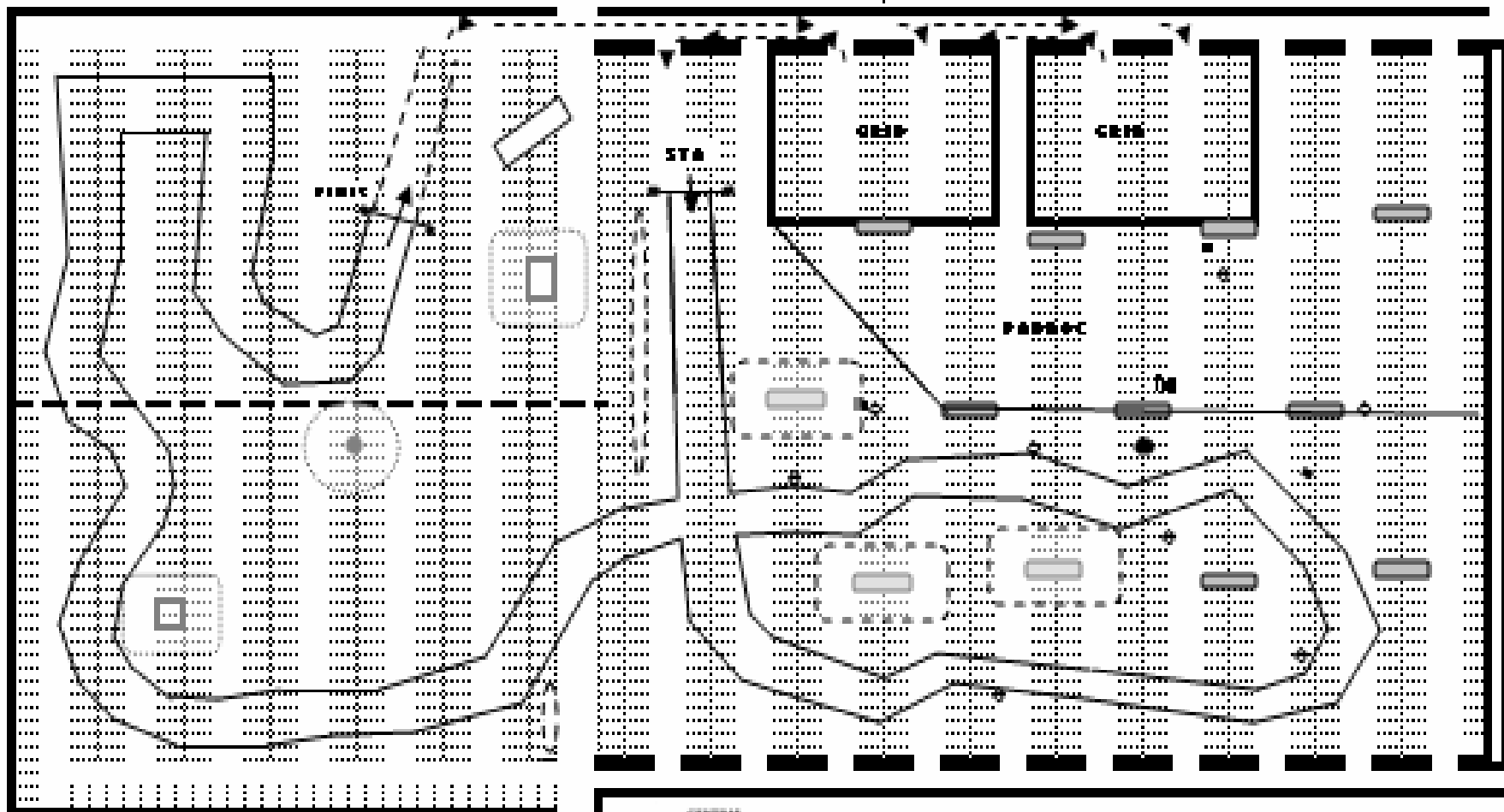






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Points Event #2 June 6, 2004

**Thanks for watching...**

**Happy course designing**