

SAVING COURSES AS PDF FILES FOR REVIEW

Monthly, the BHA does a random pull of courses for two days of an event. Occasionally we also ask for courses from a judge for a specific reason. We also require prospective judges to submit course maps as part of their application. Courses are reviewed by Mark Shaw, Sharon Webb, and Robin Nuttall, then returned to the judge/prospective judge with notes.

In order to facilitate these reviews, we ask that all courses are submitted as Adobe Acrobat PDF files. Most software has a PDF export. In Microsoft office products it is found under File/Save As PDF. There are several free programs which will convert files to PDF, and the Acrobat Reader is also free. Some other programs have a File/Save As and you can pick Acrobat or PDF from there. See your software documentation.

Using the saving conventions below, please submit the maps as designed and used at the event. Do not add anything to the map or subtract anything from the map, we want to see them as they were actually used.

The BHA has recently developed a Word template to help judges design in Word, and that is available under Judge Functions > Resources on the Register. We can also email it to you; contact info@barnhunt.com.

TO SAVE YOUR MAPS:

- Use one document/file for each day's maps. If you are judging Saturday and Sunday, have all maps for Saturday in one document and all maps for Sunday in a second document.
- Label your files carefully. Yourname_clubname_date is best for our purposes. Those naming conventions will also help you find your own maps later and remember where and when those maps were used.

Note: if you prefer to design using one file per map, particularly if your choice of design software limits you to this, you can also combine individual map PDFs into a single multipage PDF file. There are several free programs which will do this (e.g. PDFtk and Nitro PDF). If you have access to Acrobat Pro, there is a function for this under the Tools menu. The point is to submit your maps as one single PDF file per judging day, with the maps in the same order as your class order.

Thank you!

Mark, Sharon, and Robin