

KB's COF Design Template Gouge

1. Open the template file in Word.
2. Do a File / New / Blank Document and immediately save it with a filename like IDPA_COF_031702 or something similar so you'll know it's your COF document.
3. Return to the original template document via the Window menu (or <Alt-W>).
4. Page down until you get to the grid you want to use, i.e., 10, 15, 20yd, etc.
5. Move the mouse cursor over an outside edge of the grid until you see the cursor change to a plus sign with arrowheads at each tip. When it does, do a single left click and this will cause little circles to appear on the corners and a white and green vertical barbell at the center top. This tells you the grid "object" is "selected." (See Figure 1)
6. While the object is selected, copy it to the Windows clipboard via Edit / Copy. (That means, go to the Edit menu and choose Copy.)
7. Using the window switch method mentioned in #3 above, return to your new, blank COF document and paste the grid object with Edit / Paste.
8. Do a File / Save or <Ctrl-S>.
9. Switch back to the template document (Window menu again,) and page up to the top where the target props are located.
10. "Select" the T1 target by clicking just as you did in #4 above until it too has the little, circle selection "handles" around the outside of the target. (See Figure 2)
11. Press and hold the left <Shift> key down and repeat the selection process in #8 on each target you think you'll need for the first COF. Each time, an additional target object will get the same handles as the previous because the shift key allows you to select multiple objects at a time. You can also de-select objects with the <Shift> key depressed by clicking on one or more. (See Figure 3)
12. Copy these to the Windows clipboard just like before with Edit / Copy.
13. Switch to your COF document via the Window menu.
14. Paste the target shapes with Edit / Paste, <Ctrl-V>, or right click "Paste."
15. Do a File / Save or <Ctrl-S>.
16. Return to the template document again for any other props you think you'll need, select them, copy them to the clipboard (Edit / Copy), switch to your COF document (Window menu), and paste them just like you did for the grid and targets.

17. Once you have the props you need along with the grid, you can position them by again, placing the cursor over each shape until it turns into the four-armed cursor then left click and drag. Be careful not to drag the corner handles of the objects as this will resize them. And, if you click in the center of the targets, you will highlight the locked text box inside and while you can't alter the text, you won't be able to move the target shape so just click once anywhere outside the shape and repeat the process with the four-armed cursor and dragging.
18. Once you have the props and targets positioned,
19. Do a File / Save.
20. Now, go to the bottom of your new COF document with either the <PgDn> key or by pressing <Ctrl-End.> Once there, insert a new page after the first by going to the Insert Menu, choose "Break," and then from the resulting dialog box, choose "Page Break."
21. Switch back to the template document one final time and page up or down until you get to the example COF text section.
22. If you're designing an IDPA COF, put your cursor at the beginning of the line with "Scenario:" and left click and drag over the entire IDPA section. If it's an ICORE match, begin dragging at the line beginning with "Scoring:"
23. Once you have the respective text section completely highlighted, copy it to the clipboard. (Edit / Copy)
24. Switch back to your COF document and since you will already be at the top of the newly inserted second page, paste the text in with, you guessed it, Edit / Paste.
25. Do a File / Save.
26. Now, just fill in the blanks for each section.

That should be enough to get you going the first time and hopefully, it will get easier with practice. And, as you have seen, saving the document frequently is something I recommend highly.

When you think you have everything the way you want, print a copy, go over it with a fine-tooth comb. This would be a good time to download a copy of and when you're satisfied all is well, fire up your email client, start a new message to me, and "attach" your new Word document to the email message.

FIGURES



Figure 1



Figure 2

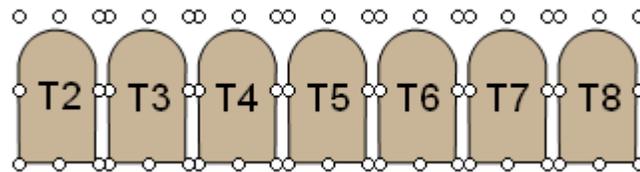


Figure 3