The Protest Diagram Kit was created to provide sailing judges, umpires and competitors with a simple and accurate way to create diagrams of incidents that occur on the racecourse. It was developed using Microsoft Word so that once created, a diagram could be easily integrated into a written decision, appeal or other document created with Microsoft Word or Powerpoint.

The kit contains a set of prefabricated objects which represent boats, sails, obstructions and other items commonly found on the racecourse. The kit also includes background templates which represent typical areas on racecourses such as windward marks, leeward marks, starting lines, etc. Diagrams are created by copying and pasting the boat models onto one of the background templates. The prefabricated boat models are simple to use and can satisfy the requirements of most diagrams. For users who are adept at creating and manipulating shapes in Microsoft Word, the final page of this document contains a Custom Workshop with tools for creating your own models.

Begin by saving this document as another document using the **Save As** function. This will create a separate file for you to work with, leaving the original version intact. For easy reference, choose a file name that is indicative of the incident you are going to diagram, such as “Trouble vs. Zephyr”. Now you’re ready to get started.

You can create diagrams to describe just about any incident by copying and pasting the prefabricated boat models onto one of the background templates. All of the standard Microsoft Word commands and procedures apply. If you have not manipulated objects in a Microsoft Word document before, simply follow these nine steps:

1. Choose the object you want to work with from the Prefab Models page.
2. Select the object by placing the cursor over it and clicking the left mouse button. The object will now be surrounded by small white boxes which indicate that the object has been selected.
3. Copy the object by clicking the **Copy** button and then clicking the **Paste** button. Both of these buttons are located on the toolbar at the top of the page. A duplicate object will now appear beside the original.
4. Drag the new object to one of the background templates by placing the cursor over the object then clicking and holding down the left mouse button as you move the mouse. The background templates can be found on the pages following the page of Prefab Models. Once you have dragged the boat to the background template, you can use the copy and paste commands to duplicate that boat on that page. This reduces the number of times you must refer to the Prefab Models page and reduces the time it takes to create your diagram.
5. Once you have placed an item in the desired location, you can rotate it into virtually any orientation you wish. To do so, select the item again by placing the cursor over the object and clicking the left mouse button. Next, if you are using MS Word 2007, simply put the cursor over the green circle that appears above the object and rotate it. If you are using an earlier version of MS Word, you may have to click on the Free Rotate button located on the left side of the Drawing Toolbar which is usually found at the bottom of the page. *[If the Drawing Toolbar is not visible, you can add it by selecting it from the main toolbar by selecting View then Toolbars and “Drawing” from the dialog boxes. The Drawing Toolbar should appear at the bottom of the page.]* When you click on the Free Rotate button, the white blocks that surround the selected object will change into green circles. The cursor will now appear as a rotation symbol. To rotate the object, place the rotation symbol around one of the green circles, then press and hold down the left mouse button while you drag the mouse. Select **Help** from the toolbar at the top of the page to learn more about how to cut, copy, paste and manipulate objects in Microsoft Word documents.
6. All but two of the objects in this file, including the objects on the background template pages, may be moved and rotated in the same manner as described above. **Important Note: Copying and moving the “Protest” and “Contact” objects requires two additional steps.** First, when selecting the object, be sure to click on the edge of the object, not the word in the object. Second after clicking the copy button, move the cursor to another place on the page (or to another page) and click the left mouse button there before clicking the paste button. If you don’t complete these additional steps, you will end up with a duplicate that encapsulates the original.
7. If you make a mistake when creating a diagram, you can utilize the undo button (found on the toolbar at the top of the page) to restore the diagram to its previous state.
8. You can zoom in for a closer look at the objects while you are aligning them by changing the zoom level found on the toolbar at the top of the page. The default setting is 100%.
9. To create a sequence of events, simply copy and place several boats onto a background template, then copy and drag one of the sequence numbers onto each boat. You may end up with something that looks like this:

“Protest!”

Adding vertical and horizontal grid lines may make it easier for you to align objects as you create your diagram. Adding the grid lines is easy to do. If you are using MS Word 2007, check the **Gridlines** checkbox found on the **View** toolbar. If you are using an earlier version of MS Word, select **Grid** from the **Draw** menu which is found on the left side of the Drawing toolbar at the bottom of the page. This brings up the Grid dialog box. First, make sure that neither of the “Snap Objects” options is selected (if they are, click on the check marks to deselect them). Second, set both the vertical and horizontal spacing options to 0.25”. Third, select “Use margins”, “Display gridlines on screen”, and “Vertical every” options by left clicking on the check boxes to the left of each. A check mark should now appear in each box. Finally, set both the “Vertical every” and “Horizontal every” options to 1 and click “OK”.

The diagrams you create with this kit can be integrated into the body of any Microsoft Word document. There are two ways to do it. First, since this kit is a Word document itself, you can simply delete all of the pages except for the diagram you created and begin adding text.

Another way to integrate the diagram is to copy it into another Word file which contains text that you’ve already written. To do this, you must first select the entire diagram. Simply click on the Arrow button which can be found on the Home toolbar in MS Word 2007 or on the left side of the Drawing tool bar in earlier versions. Next, place the cursor at one corner of the diagram, click and hold the left mouse button while you move the cursor to the opposite corner of the diagram. When you release the left mouse button, white boxes will appear around each element to indicate that it has been selected. Be sure that each element is selected. If some elements have not been selected, try again, this time covering a larger area with the arrow. Next, place the cursor over any one of the selected elements and click the right mouse button. A dialog box will appear. Select **Grouping**, then from the next dialog box, select **Group.** Now the diagram is grouped (as indicated by the white boxes that now surround the entire diagram) and you’re ready to move the diagram. Click the **Copy** button which is found in the home toolbar at the top of the page. Next, open the Word file into which the diagram is to be copied. In the tool bar at the top of the page of the destination file, click the **Paste** button. Your diagram will appear. Simply drag it into its desired location on the page. Follow these same directions to copy your diagram into a Powerpoint presentation. The same process can be used to place the diagram into a MS Powerpoint presentation

The final page of this document contains a workshop for building customized objects from a variety of components. While most diagrams can be created with the objects found on the Prefab Models page, unique situations may occur which require customized objects. If, for example, your diagram requires a boat with a sail configuration that is not included on the Prefab Model page, you can create a new one that is better suited to the situation.

To use the Custom Workshop, simply drag the components you need into the workspace and compile them there. To build your own models, you will have to acquaint yourself with the methods of Grouping and Stacking objects in Microsoft Word documents. A discussion of these topics and others can be found in the Microsoft Word Help Index.

# Contact

“Protest!”

“Protest!”

# Contact