

World of Maps™



# How to Customize PowerPoint® Clip Art Maps

Tips on How to Edit and Customize  
your Editable PowerPoint® Clip Art Maps

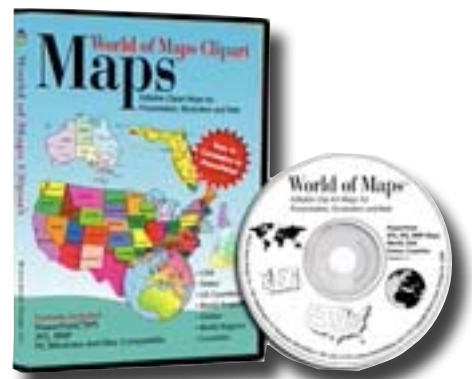
Step by step techniques to customize editable, royalty free, PowerPoint clip art maps from MapsForDesign.com. Learn about coloring • setting up sales and marketing territories • group and ungrouping • using the shift key • adding text and building hyperlinks.

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## Tips on How to Edit and Customize your Editable PowerPoint® Clip Art Maps

### Editable PowerPoint and Illustrator EPS Royalty Free, Clip art Maps

The World of Maps™ is a collection of royalty free, editable clip art maps that work with Microsoft PowerPoint, Adobe Illustrator, PhotoShop, desktop publishing programs and more. The maps are perfect for sales and marketing presentations, showing sales territories and regions, advertising needs, graphic design, building maps for web sites, craft and scrapbook projects, developing a map worksheet or project for a classrooms, anywhere a royalty free map is needed. The maps are designed for print, electronic and web publishing.



Collection includes: World Projections, USA, States, County, Countries, World Regions, and Global maps. Each state, country or block of text is an individual element that can be customized, changed, deleted, or colored however you like.

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This guide works with PowerPoint version 2003 and older. All of the principals will work with version 2007 but the locations of the tools will differ. Most of the tools have been moved up to the top of the screen into the Ribbon. PowerPoint is a registered trademark of Microsoft Corporation.

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Screen shot from the video of this lesson.  
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<http://mapsfordesignhowto.blogspot.com/>

## How to Color a State or Country in a PowerPoint Slide

1. Click or Select the state or country that you want to color with the mouse pointer by clicking on it. On the PC use the right button of the mouse, on the Mac just click with the mouse.

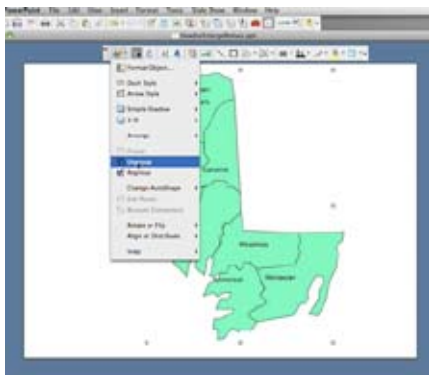
You can tell something is selected because you will see 8 little boxes or handles appear around the edges, this tells you the object has been selected and you can now do something to it.

2. Choose a color from the Fill Bucket in the Drawing Tool Bar usually located along the bottom of the PowerPoint slide. Or choose a color from the Colors, Weights and Fills option in the Format Palette. This Palette is located in the VIEW pull down menu.

3. When done deselect by clicking off the image and start on your next one.

TIP. Holding down the Shift Key on your keyboard allows you to select and change several objects at the same time to make the project go faster.

Every object in PowerPoint is made up of a fill color and an outline or stroke color, both can be changed independently of each other.



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## Enlarging or Reducing a Group of Several States or Counties in PowerPoint

The key for enlarging or reducing a selection of states this is to Group them together as a single unit.

1. Hold down the Shift key on your keyboard and using the mouse pointer CLICK on the states or counties you want to enlarge. Use the right button on the PC mouse or the regular click on the Mac mouse. Holding down the Shift key allows you to select several objects at the same time.

2. Once the states are selected click on the DRAW popup menu in the TOOL BAR along the bottom and choose GROUP. Group is also located in the Formatting Palette under Size, Rotation and Ordering

3. You will now see just 8 handles around the edge on your selected group. Place your pointer over one of the lower left or right corner handles.

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4. Click, and hold down the mouse button and drag the handle in a diagonal 45 degree direction. This will enlarge the group. Pulling out, the group will enlarge, moving in towards the center it will reduce. Holding down the SHIFT key will keep things proportional. Release your mouse button when you have the correct size.

5. Text elements will need to be re-adjusted manually, they will move to the correct place but in PowerPoint they do not scale up or down. You may also need to UNGROUP them and move them where needed. The text can be resized using the Font Tools along the top of the screen.

TIP. Just use Group and UnGroup, stay away from ReGroup, it sometimes messes things up.

You can also select everything on the slide by choosing Select All in the EDIT pull down menu.



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## Part 1: Dividing a State, County or Country in Half to Show Two Sales Territories

The object of this lesson is to divide a state, county or country map in half and assign it different colors to show two territories. This will be a two part lesson.

PowerPoint isn't really a drawing program but we have found a couple of ways of doing this.

### Option 1

1. Our first option is to use the EDIT POINTS Tool. The first step is to duplicate the object. Copy the state or county and paste it right on top or on the side of the existing state so that you can work on it.
2. Select the state with your mouse pointer; watch for the eight little handles to tell you it is selected.
3. Go to the DRAW Pop-Up menu in the Drawing Tool Bar and select EDIT POINTS, you will now see all of the drawing points or handles that make up that map.
4. While you hold down the Control key on the PC or the Option key on the Mac, you click on each point with the mouse pointer and start deleting the little points.

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5. The object is to nibbling away the area you want to delete while your work your way around the edge. You end up at some point with a part of the state. Don't worry it goes faster than you think.

6. Give it its own color and stroke or line and place it on top of the original map. And presto you have a state that looks to the viewer like you have cut it in half. But in reality it is made up of two pieces, a full state and half state lying on top.

TIP: Use the Zoom pop-up box in the Standard Toolbar to get in closer. 200% or 300% works well.



Screen shot from the video of this lesson. Check out all the videos at: <http://mapsfordesignhowto.blogspot.com/>

## Part 2: Dividing a State, County or Country in Half to Show Two Territories

This second of two lessons is about how to divide a state, county or country map in half and assign it different colors to show two territories.

PowerPoint isn't really a drawing program but we have found a couple of ways of doing this.

### Option 2

1. Our second option is to use one of the Line tools located in the LINES Pop-Up box in the DRAWING TOOL BAR (I like the Freeform tool that uses straight lines the best) and trace the smaller half of the state over the outline of the map below.

2. Once you have it drawn you can give it a color and to the viewer it looks like you have split the state or county in half but in reality you have just drawn a new half of the state map on top.

3. Remember to bring the line back to the beginning point and you will have an object that can be filled with a new color.

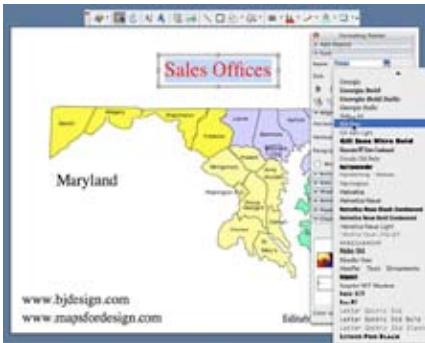
This method works well with the simpler state outlines.

TIPS: Use the Zoom pop-up box in the Standard Toolbar to get in closer. 300% or 400% works well.

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If you need to you can adjust the points by selecting the new object with your pointer and choosing EDIT POINTS from the DRAW pop-up menu on the far left of the Drawing Toolbar. Also make sure SNAP TO GRID in the DRAWING menu is not checked. This method isn't perfect but will work pretty well and allows you to set up the partial territories.

If you are using the EPS Adobe Illustrator version of our maps you can use the SCISSORS tool and cut the border and then re-join the lines giving you two halves.



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## Adding Text Labels to a PowerPoint Map

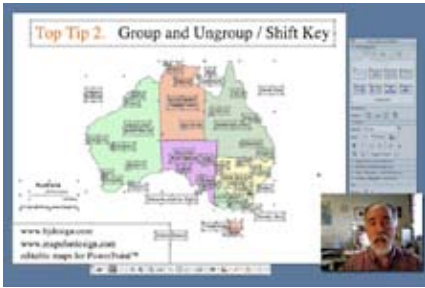
1. Select the TEXT INSERTION tool in the DRAWING TOOL BAR, usually located along the bottom of your slide window. Click anywhere on the slide, usually on a side, and begin typing in the text box that will appear.
2. Use the FORMATTING PALLET or the pull down menus at the top or your screen to customize the text with fonts, size, and color.
3. The text block can be moved around the screen by clicking, holding and dragging on the grey border that surrounds the text. This box is visible after you have clicked on the text. When you have moved the pointer over the border it will change to an open hand, this indicates that it is now an object and that you can move it.
4. Or to delete a text box, select it with the pointer and then click on the gray border surrounding the type to turn it into an object. Hitting the DELETE key on your keyboard will delete the text.

TIP: If you have a lot of labels to add, just make up one, format it with the correct typeface, style and color and then for the rest, copy, paste and change the text as you go along. This method will go a lot faster than starting from scratch for each one.

TIP: You can also fill the type box with a color to make a colored box. Select the outer frame of the type box turning it into an object and then fill with a color using the FILL BUCKET. If you then select the type with the TEXT INSERTION tool you can color the text, lets say your chose white, you would now have a colored box with the type reversed out, a very useful technique for making labels.

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## **Favorite PowerPoint Customizing Tips Part 1, Using the Shift Key and Grouping**

This PowerPoint lesson contains a couple of the most common tips I give customers when they call about customizing our editable maps.

### **Tip 1. Benefits of the Shift Key**

This is one of the most useful tips for changing several objects at the same time instead of one by one.

Holding down the Shift Key on the keyboard allows you to select multiple objects with the pointer for customizing.

While holding the Shift Key just click on the objects one after the other, you can also deselect an object if you didn't mean to select it by just clicking on it again. It works like a toggle switch, click on, click off. Now when you select a color fill, all of the states or counties selected will fill at the same time with that color.

Holding down the Shift Key is also used to keep an object proportional if you are enlarging or reducing it.

### **Tip 2. Grouping and Ungrouping**

When working with complex graphics like a map, Grouping and Ungrouping becomes very helpful to keep your map organized.

After you have customized an area of the map that contains several objects you should group them together to keep the elements from getting moved around by accident. Hold down the Shift key and select, by clicking on them with the pointer, all of the elements that you want with the pointer. GROUP is located in the DRAW popup menu in the DRAWING Tool Bar. Select GROUP, you will now see the many handles of the objects turn into just eight.

Grouping is also used when you want to Enlarge or Reduce several object. Group them first and then change size. Hold down the SHIFT Key to keep everything proportional

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## Favorite PowerPoint Customizing Tips, Part 2: Enlarge & Reduce Objects, Snap to Grid

### Tip 3. Enlarging and Reducing Objects.

1. The key to enlarging or reducing several objects is to group them together first. To enlarge several states or counties you first Select them and then GROUP them together. Holding down the Shift key will allow you to select several objects at the same time or you can drag your pointer around the entire group.

2. Once the states are selected click on the DRAW popup menu in the TOOL BAR along the bottom and choose GROUP.

3. You will now see just one object with 8 handles around it. The handles are the little square dots you see on the grey box around your map. Place your pointer over one of the lower left or right corner handles. Click, and hold down the mouse button and drag the handle in a diagonal 45 degree direction. This will enlarge the group. Release your mouse button when you have the correct size. Pulling out, the group will enlarge, moving in towards the center it will reduce. Holding down the SHIFT key will keep things proportional.

4. Text elements will need to be re-adjusted manually, they will move to the correct place but in PowerPoint they do not scale up or down. You may also need to UNGROUP them and move them where needed. The text can be resized using the Font Tools along the top of the screen.

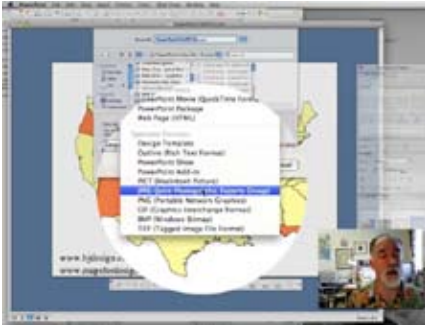
### Tip 4. Snap To Grid

This is a tip that almost no one even knows exists. PowerPoint has an underlining grid that helps you line up objects. The default in PowerPoint is that it is on. When working on something like a map the grid can become very frustrating because it won't allow you to move the map pieces where you want. They want to snap to the grid instead of lining up with their borders.

On all of our maps we have turned the grid off, the default is that it is always on. On any new projects with a new slide we advise turning the snap to grid option off. The option is usually located in the DRAW popup menu but not always. It depends on the version of PowerPoint so search in the Help box to find it.

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## How to Convert a PowerPoint Slide into a JPG Graphic for Your Web Site

A common question from customers is “can you make web graphics from the PowerPoint maps.” The answer is Yes. PowerPoint has several different Save As options and they work quite well. For a web graphic you need a format called jpg, it is right there in the Save As window.

1. Customize your map however you want, color, add text, set up a custom region. **SAVE** your project as you always do.
2. To create a JPG graphic for your web site choose **SAVE AS** from the **FILE** pull down menu. Click on the popup menu and select **JPG** format. This option saves each slide of your PowerPoint file as a JPG graphic file. Select the correct file and send it to your web developer.



Screen shot from the video of this lesson. Check out all the videos at: <http://mapsfordesignhowto.blogspot.com/>

## How to Set Up a PowerPoint Map Presentation with Hyperlinks?

Customers often ask if they can set up a map presentation where it starts with an overall view of the US and then by clicking on the map the slide jumps to a region or state or maybe a county.

This is called a drill down map, you are drilling down into greater and greater detail. So the question is can you do that with our editable PowerPoint maps. The answer is yes and it is done using the Hyperlink tool.

For this lesson we learn how to build a drill down sales and marketing presentation map using the Hyperlink and Slide Show features of PowerPoint for connecting states or countries on a national or world map to slides with individual states or countries.

1. For this project place one of our USA color PowerPoint maps on Slide 1, a detailed Florida state map on Slide 2 and a New York detailed county map on Slide 3. Check out the video to follow along.
2. Select the Florida on the USA map on Slide 1 with your pointer.
3. Choose the **HYPERLINK** option in the Formatting Pallet.
4. Select the kind of action you would like to have happen. Sometimes it is just jumping ahead, sometimes to a web site, in our case jumping to a specific slide, Florida.

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5. Choose the Florida slide, Click OK. Continue with additional states building your presentation.

6. Hyperlinks only work in the Slide Show mode. To view your project in operation, click on the Slide Show option in the View Pull-down menu. To further customize your presentation there is a nice selection of Slide Show buttons and options that you can add to your presentation to let you jump around. Also there are control options in the lower left corner to help you move around when you are running a show.



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## Coloring a Sales or Marketing Territory with the USA National PowerPoint County Map

We often get the question on how to set up a sales territory that covers several states, including territories that cross state boundaries. This is a project where using grouping and ungrouping plays a big part. We recommend building this map state by state to keep sense of all the pieces. Do it wrong and you end up with hundreds of little pieces that become very difficult to make sense of. Using grouping you can keep the map together and end up with a great presentation.

1. Open the map and Click on a single state, say Ohio, Ungroup it, you will see that you now have two groups, text and land. You don't need to Ungroup any further if you are coloring the entire state.
2. Click off the map to De-Select it. If you need to color individual counties you will need to ungroup them also. Reselect just the land and select ungroup.
3. Click on just the Ohio counties to select the land (check out using the shift key above) and then choose a new color from the Fill Bucket in the Drawing or Formating Tool Bar.
4. Once the color has been changed, drag around the entire state with your pointer to Reselect the two groupings, the text and the land, and Regroup them together, this will keep that state whole and a single unit until you are ready to do something new.
5. Do the process for each state. Ungroup, Change land color, Regroup. We have a good video on this, so check out the site below.

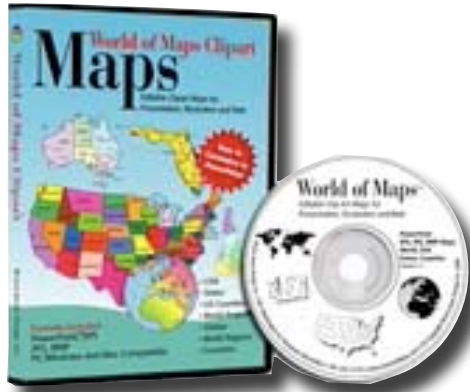
We love questions and comments,  
please contact [bruce@bjdesign.com](mailto:bruce@bjdesign.com).

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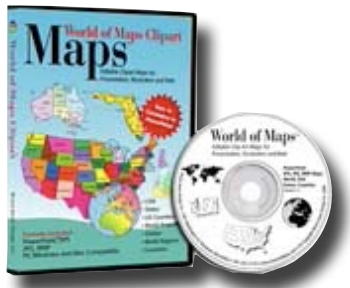


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Single <del>\$249.95</del>	\$199.95	World of Maps CD ROM		
Subtotal Total				
Mass 5% Sales tax, (Mass residents only)				
Shipping in USA and International no charge				
<b>Total \$</b>				



We also have licenses for networks/multi-site users and for software and product developers, please contact us for details.

## Payment Information

- Purchase Order:** Please mail or fax, (781) 240-7788, include this orderform with your purchase order.
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Name on Card _____	Signature _____ Todays Date _____

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City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

## Ship to Address

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

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