

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 World of Maps.  
Learn how to color • setup sales and marketing territories • group and ungroup • using the shift key  
• adding text • making a jpg file and building hyperlinks.

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

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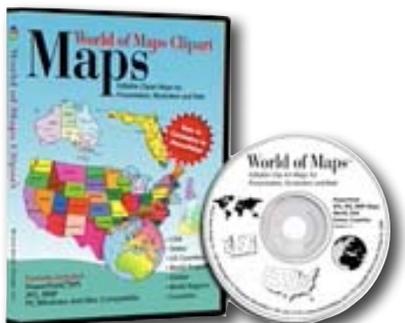
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## Editable PowerPoint and Illustrator EPS Royalty Free, Clip art Maps

The World of Maps™ from Bruce Jones Design Inc. is a collection of royalty free, downloadable, editable clip art maps that work with all versions of Microsoft PowerPoint and Adobe Illustrator.

The World of Maps collection is perfect for setting up sales and marketing presentations, showing sales territories, office locations, defining regions and project progress. BJDesign.com Royalty Free, Editable maps are also great for illustrations, websites, education, school projects, home schooling and scrapbooking. These are truly maps you can edit for your projects.

Our clipart maps are royalty free and include a full range of World maps, USA maps, 50 US States plus territory maps, 50 State County maps, Canada maps and Provinces maps, World Regional maps with editable countries, over 90 individual countries including United States maps, Canada maps, United Kingdom maps, India map, Australia map, Germany map, and South Africa map, many with administrative districts, and Global maps.

Each state, county, or country map, is an individual element that can be easily edited and modified, customized, resized, changed, colored however you like or deleted, group or setup a custom map. All text blocks are live text that can be edited and changed. Easy to make a blank or printable map for school or other projects, just remove the color.

All PowerPoint maps come loaded right in a PPT slide for easy editing and work with all the PowerPoint tools. Our editable clip art maps work with all versions of PowerPoint on PCs or Macintosh, maps also work with Apple's Keynote presentation software. Our Adobe Illustrator eps files are fully editable and work with all major illustration and desktop publishing programs.

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

1. Click or Select the state, county or country map that you want to color with the mouse pointer by clicking on the map. 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 blue 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 floating palette usually located along the bottom of the PowerPoint slide. Or choose a color from the Colors, Weights and Fills option in the Formatting 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.

### **CUSTOMIZING TIP**

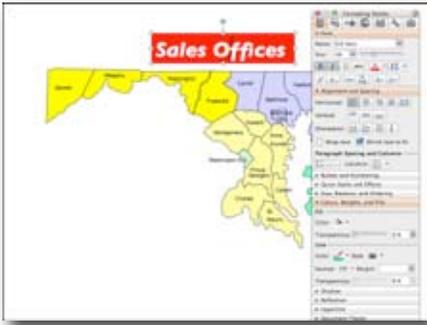
Holding down the Shift Key on your keyboard allows you to select and change several objects at the same time to make the project go faster.

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

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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 or up along the top. Click anywhere in an empty area of the slide, and begin typing in the text box that will appear.
2. Use the FORMATTING PALETTE or the pull down menus at the top of 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 light grey or light blue border that surrounds the text box. This box is visible after you have clicked on the text with your pointer. When you move the pointer over the border it will change to an open hand or little star, this indicates that it is now an object and that you can click on it and move it.
4. To delete a text box, select it with the pointer and then click on the light gray or light blue border surrounding the type to turn it into an object. Hitting the DELETE key on your keyboard will delete the text.

### CUSTOMIZING TIP

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

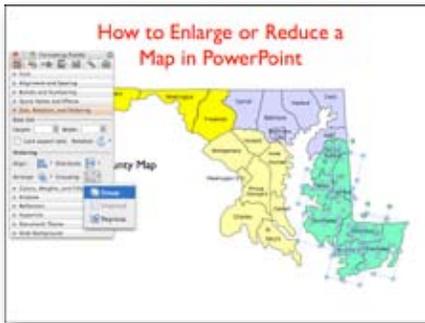
### CUSTOMIZING TIP

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 in the drawing tool bar or in the FORMATTING PALETTE. If you then select the type with the TEXT INSERTION tool you can color the text, lets say you 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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## Enlarging or Reducing a Group of Several States or Counties in PowerPoint Using the Group Feature

The key for enlarging or reducing a selection of states is to Group them together into 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. In PowerPoint 2003: Once the states are selected click on the DRAW popup menu in the DRAWING TOOL BAR along the bottom of your screen and choose GROUP. Group is also located in the Formatting Palette under Size, Rotation and Ordering.  
  
In PowerPoint 2007 you can access Group by right-clicking on the selected objects. It will appear in the Popup box. You can also access UnGroup the same way.
3. You will now see just 8 handles or blue dots around the edge on your selected group. Place your pointer over one of the lower left or right corner handles.
4. Click, and hold down the mouse button and drag the handle in a diagonal 45 degree direction. Pulling out, the group of states or countries 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 or in the Formatting Palette.

### CUSTOMIZING 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 is a two-part video lesson. PowerPoint isn't really a drawing program but we have a couple of cool ways of doing this. See Video 2. How Do I Split a State in Half? (Tracing Technique).



1. Our first option uses the EDIT POINTS Tool, this tool is located in different places depending on which version of PowerPoint you have. In PPT 2003 and earlier this tool is one of the options in the Draw Pop-Up menu in the Drawing Tool Bar. In version 2007 it is located on the Mac in the Pop-up box that appears when you hold down the Control button and click on a map, on the PC in the Pop-up box that appears when you right-click on a map.

The first step is to duplicate the object. Copy the state or county and paste it and move it to the side of the existing state so that you can work on it.

2. Select the state with your mouse pointer; look for the eight little handles to tell you it is selected.

### PowerPoint 2003

3. In 2003 and versions back 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. On the PC hold down the Control key, on the Mac hold down the Option key, click on each point with the mouse pointer and start deleting the little points.

### PowerPoint 2007

3. In PPT 2007 Edit Points is located in the Pop-Up box that appears when you right-click on a map.
4. Edit Points is one of the PPT features that you can access when you right-click. To delete a point you hover with the mouse pointer over a point, when it looks like a small box surrounded by four triangles you are over a point. Right-click for the options and select Delete and the point will delete. On a Mac hold down you option key and click on the point and it will delete.

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5. The object is to nibbling away the area you want to delete while you work your way around the edge. You end up at some point

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with a part of the state that you want to keep. Don't worry it goes faster than you think.

You can also add a point by clicking on a line segment, hold down the Control button, right-click and Add Point.

6. Give this new map its own color and stroke or line and place it back 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.

## **CUSTOMIZING TIP**

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

See related tip on Page 6 on dividing a state map in half

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## 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.

### CUSTOMIZING TIP

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

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

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 PowerPoint 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.

Holding down the Shift Key click on the objects you want 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. Group and Ungroup

When working with complex graphics like a map, Group and Ungroup 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 each one by clicking on them with the pointer, once they are all selected you can group them together. 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. On the PC and Mac GROUP is also located in the Popup box when you right-click with the mouse, make sure you are over one of the maps before clicking.

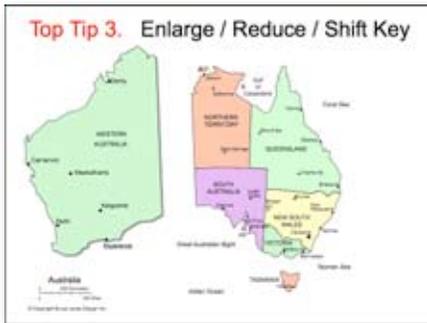
Group is also used when you want to Enlarge or Reduce several object. Group the objects first and then change size. Hold down the SHIFT Key to keep everything proportional

See Page 8, Enlarging and Reducing a Map and Snap to Grid

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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 with the pointer 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 or on the PC right-click with the mouse. Or hold down the Control key and right-click on the PC or just click with the mouse on the Mac and select Group.

3. You will now see just one object with 8 handles around it. The handles are the little square gray or blue dots you see on the 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 or in the Formatting Palette.



### 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 the other map borders.

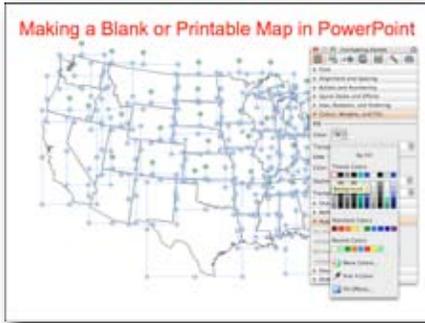
All of our maps have the grid turned off, the default is that it is always on. On any new projects with a new PowerPoint slide we advise turning the Snap to Grid option off. The option is usually located in the DRAW popup menu but not always. It depends on the version of PowerPoint, it can also be found by right-clicking and looking in the GUIDES option in the popup box that appears.

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See Page 7, Group and Ungroup a Map and Using the Shift Key

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## How to Make a Blank or Printable Map from a PowerPoint File?

It is easy to make a blank, printable, outline USA or World map for marking up, coloring, school project, whatever you need from our royalty free downloadable PowerPoint clip art maps. Watch the video to learn how to take a basic World of Maps map, select it and change the colors to have a map with sharp, clean vector lines for your project.

1. Open whichever map you need for your printable or blank map project, for our example we are using a USA map.
2. Select the map with your pointer by clicking in the upper left corner of the slide and dragging the pointer over the entire map so that it is completely surrounded by the light blue field. Once you release your finger all the land will be selected. You can also do this by choosing Select All in the Edit pull down menu.
3. Once everything is selected you can go to the Formatting Palette – Colors, Weights, and Fills and choose the Fill Bucket and fill the map with the color white. I like using the white fill instead of nothing because it is easier to select a state with color in it if you want to customize it later. If you have no fill you have to grab the line to select it, with a color fill you can click anywhere on the state to select it. That is it, you are ready to go, save it and print it, pretty easy.

### CUSTOMIZING TIP

4. If you group the map you can also resize it, (check out our enlarging and reducing video) and make a custom map.
5. I usually recommend removing the text first but if you don't then just hold down the shift key and select each state or county individually and then fill with color.

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

A common question from our clipart map users is “Can you make web graphic from the editable 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. PowerPoint is a great alternative if you don't have a graphics program like Photoshop or Adobe Illustrator.

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 website or project choose SAVE AS from the FILE pull down menu. In the SAVE AS window that appears Click on the popup format menu and select JPG. 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 or post on your blog or use where ever you might need a map.

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## 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 presentation jumps to a regional or state or maybe a county map.

This is called a drill down map, you are drilling down into greater and greater detail. This video shows you how to do this with our editable clipart maps and the Hyperlink feature of PowerPoint.

For this example we used one of our editable USA color PowerPoint maps and a detailed Florida state map and a New York detailed county map.



1. Set up a USA or World map on slide 1, set up larger individual states or country maps on additional slides, one state per slide.
2. Select the individual state on the national USA map 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.
5. Choose the slide that you would like the presentation to jump to. Click OK.
6. Hyperlinks only work in the Slide Show mode. The Slide Show tools are located in the lower left corner of the PowerPoint screen and also in a pull down menu from the top.

There is also a nice selection of Slide Show Action Buttons that you can add to your slides to help with the internal navigation of your presentation. These are located in the Slide Show pull down menu up at the top of your screen.

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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 group and ungroup 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 group and ungroup you can keep the map together and end up with a great presentation.

1. Open the map and Click on a single state, for this example we chose Ohio, Ungroup it, (Ungroup is located in the Drawing Tool Bar or by right-clicking or holding down the Control button and clicking) 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 the state also. Reselect just the land and select ungroup and then color.
3. If you are coloring the entire state then Click on just the Ohio counties to select the land (use the shift key to select multiple counties if you have different sections) and then choose a new color from the Fill Bucket in the Drawing Tool Bar or in the Formatting Palette.
4. Once the color has been changed, drag around the entire state with your pointer to Reselect the two groups, 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.

### **CUSTOMIZING TIP**

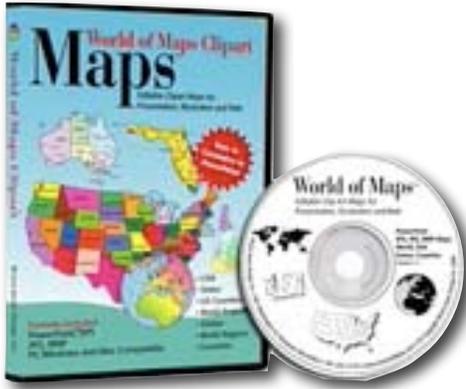
See our How to Group and Ungroup, Page 3 and 7 for more tips.

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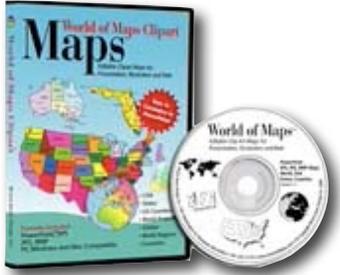
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Address \_\_\_\_\_

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

## Ship to Address

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