

World of Maps™



# Tips for Customizing PowerPoint® Clip Art Maps

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

Step by step techniques to customize, royalty free, PowerPoint clip art maps from World of Maps. Learn how to color • add text • group and un-group • using the shift key • enlarging and reducing • split a state in half • build a sales territory

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



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Maps work with all  
versions of PowerPoint

## Editable PowerPoint Maps for Sales and Marketing Presentations

The World of Maps™ from Bruce Jones Design is a collection of royalty free, downloadable, easy to customize clip art maps that work with Microsoft PowerPoint, Google Slides and Apple Keynote.

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

Our clip art 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 easy to edit countries. Includes over 120 individual countries, including United States, Canada, United Kingdom, India, Australia, Germany, and South Africa. About half with administrative districts. We also include Global maps.

Each state, county, or country map, is an individual element that can be easily edited and modified, customized, re-sized, 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 PowerPoint slide for easy editing and work with all the PowerPoint tools. Our clip art maps work with all versions of PowerPoint on PCs or Macintosh. Maps also work with Google Slides and Apple's Keynote presentation software. The tool locations will differ in different versions of these programs but the results remain the same. Most of the tools have been moved up to the top of the screen into the Ribbon.

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

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This guide works with PowerPoint presentation software. All of the principals will work with most versions of PowerPoint 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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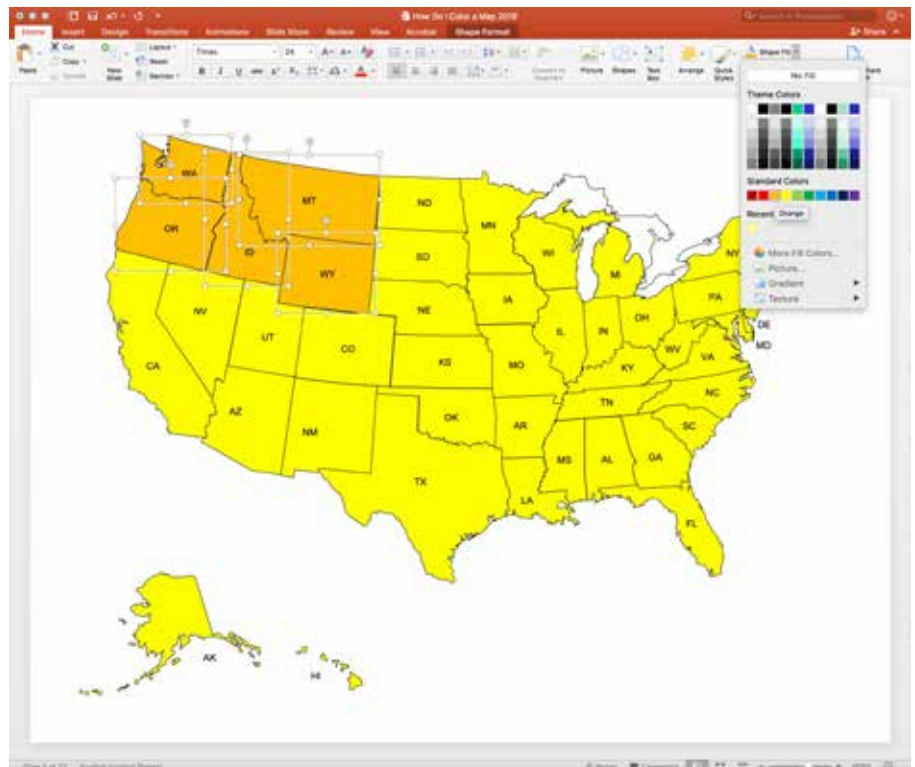


## How to Color Editable PowerPoint Maps for Sales, Marketing and Educational Presentation

### Changing a Map's Colors

To change the colors of the states, counties or countries, select a map by clicking on it with your mouse pointer. You'll notice you have eight handles that pop up around the outside. This tells you it's an individual object and it's ready to be customized. The map elements, the states, countries, text, can be pulled out, colored, enlarged or reduced or whatever you want to do with them. The state is an independent object.

Look up at the top of the PowerPoint screen for the Shape Fill option, it will be in the Ribbon area. Click on the Shape Fill option, it will open and you can change the color. Most of the customizing tools are up in the ribbon area.



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All the commands that you're going to need for customizing are pretty much always up at the top of the slide. In Google Slides or Apple Keynote some of the customizing tools may be on the right.

## **Selecting Several Objects at the Same Time**

If we want to select several states at once, maybe you're forming a sales territory or a regional map. Click on each state or country with the mouse pointer while you are holding down the Shift Key on your Keyboard. This allows you to select multiple objects at the same time. We don't have to customize each state one at a time. If we selected one that we didn't want to select, you can just click on it again and it will deselect. It's like a toggle switch. It will select on or off. Once you have them all selected you can go up to Shape Fill and choose a color.

## **Changing Line Color**

If we wanted to emphasize a particular state, just like with the colors, we can also change the line or stroke that goes around the outside. In PowerPoint, Google Slides or Keynote you can change the fill, and the stroke or outer border around the outside. Look for Shape Outline up in the Ribbon customizing area at the top of the slide. It is located right next to the Shape Fill.

You can make the line any color you want. You can also change the weight of the line, or the style. All of these options are available on all of the stroke or outlines on any maps.

Similar customizing options are also in Google Slides and Apple Keynote.

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The techniques shown here also work with Google Slides and Apple Keynote.

## How to Add Text and Titles to a PowerPoint Map

All the text in our maps is live and can all be edited and customized. Using your cursor, click on a block of text. When you click on a text box you will see the eight handles that appear around the outside. This means you can customize the text. Same as an object. When you see the eight handles around an element it is ready to customize.

### Editing Existing Text

- Select a Block of Text. When you select an object like type, you'll see an outer box with eight points or handles on it. When you move your cursor over the type, you'll notice it becomes a text cursor just like on a word processing program. When the cursor moves over the outer line it becomes a star which means that the cursor is treating the



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text box like an object. If you click on the line and hold down your mouse button you can move it around the screen. Select in the box and you can edit the text.

- We can select and edit a block of text by clicking on it with our pointer and dragging over it just like we would in a text document. You can also double click to select the word or triple click on it and select the entire block. Most of the type options are up at the top of the slide in the Ribbon area. There are different versions of PowerPoint, sometimes the customizing will be on the side, but mostly it's at the top up in this ribbon. You can change the text fonts, point sizes, color, bolds, italic. All of the normal editing you can do with type. All the text in our maps can be edited.

Once the text is selected and you can change the font, the style, the size and the color. We can also fill the text box with color if we wanted to.

## **Adding New Text**

- Insert Text Box. If you want to add new text to your map you will need to insert a Text Box. Look up in the Ribbon and you'll see the Text Box option. Text Box is also in the Insert, pulled down menu. Click on Text Box in the Ribbon and then click anywhere on the slide. A new Text Box appears and we just type in it.
- Copy a Text Box. You can also copy and paste an existing text box. Select and copy an existing block of text, paste it on the slide and change the text. This is a good option if you need to add a lot of labels. Create a new label, format it how you want and then just copy and paste it over and over. You can now change the text for each one, but the formatting stays the same.

Our maps are also compatible with Google Slides and Apple Keynotes. Anything that you learn here, you pretty much can do in those programs.



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The techniques shown here also work with Google Slides and Apple Keynote.

## How to Split a PowerPoint Map in Half Using Edit Points, 1/2

In this lesson we will learn how to split a state map in half. This will be a two-part lesson. In Part 1, I'll be using the Edit Points feature of PowerPoint. And in Part 2, I'll show you a simple tracing technique. Depending on the complexity of the map border that you are splitting will determine which option to use.

One of the most common questions we get is how to split a state in half? Usually around setting up a sales territory map. One sales person has the northern half and another has the southern. In a previous video I showed you how to build a sales territory map. Creating a Sales Territory Map [Link Here](#)

### Splitting a State

For this training we will be using our USA 50 State map and splitting the state of California.

PowerPoint isn't really a drawing program like Adobe Illustrator. We can't cut a line. But we have figured out a good work around that gives the appearance of splitting a state map without actually splitting it. What we are really doing is adding a partial piece of the individual state on top of itself. We make a second map that has the new area and sit it on top of the base map. To the viewer it looks like the state has been split in half. In reality there are two maps on top of each other. Each filled with their own color.

- First, we need to duplicate the state we are splitting. Click on it to select it. You will see eight handles around the outside.
- Second, copy it. You can copy the selected map by going to Copy in the Edit pull down menu. Or you can click the right click on your mouse button if you have a PC. Or if you have a Mac, hold down the Control Key on the keyboard and click your pointer on the map. Select Copy.

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Edit Points in the Control Pop-Up Menu



All the handles around the selected map

- Third, Paste the new map on the slide in an empty area of the screen.
- Fourth, Now that we have duplicated the map, we want to select it with our pointer. You will see the eight handles around the outside.
- Five, Hold down either the right click on your mouse button if you are on a PC or on a Mac click and hold down the Control Key and click on the map. A small pop up box will appear with options like Group, Copy and Edit Point. We're going to be working with Edit Points.
- Sixth, Click on Edit Points, you'll see all the points appear that make up the map. The points will appear around the perimeter of the map. These were the drawing points that make up the original map. You'll notice that as you move the mouse/pointer over the map border the cursor changes. Out in the pasteboard area the cursor is a pointer. Move the cursor over the center of the state it is a crosshair. If you click and hold the pointer you can drag the state around the slide.
- If you move the cursor over the line you will see it change to a little tiny square with a crosshair. That indicates you can do something to this line. I can now hold down my control key

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or right click and I can add a point, delete segments, open a path. I can add a point and I can move that point and change my shape if I needed to. I can just pull it out and I can put it back.

- Seventh, You can also delete points and change the maps shape. We're going to just nibble off part of the map. It looks like there are a lot of points, but in reality, it doesn't take you that long once you get the hang of it. Moved your cursor over the point, hold down your control key and click on it. Deleting points as I go. You can also change the characteristics of a point. I would stay away from that at the moment, but you can add or delete. You just want to carefully go around the perimeter and delete one half of the points to create your territory. You don't want to delete too much. You want to make a mental note of where the stopping point is for the new territory you are creating. Just keep nibbling your way around the border of the map. Being careful to not nibble off too much.
- Eight, this goes relatively quickly once you get the hang of it. California or Texas are probably the most complex states to do because there are so many points. Finish off removing the section of map you want. We now select the map and give it a new color. We take the new piece of the state and fit it right back on top of the full base map.

So now the top half is one color and the bottom half is a different color.

So pretty easy. Select your state, copy it, paste it off on the side. Hold the Control Key down and click your mouse or right click your mouse. Choose Edit Points and start nibbling away. When done give the new section a different color and place it on top of the existing base map.

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The techniques shown here also work with Google Slides and Apple Keynote.

## How to Split a PowerPoint Map in Half Using the Tracing Technique, 2/2

In this lesson, which is part two of How to Split a State in Half, I'm going to show you the second technique for splitting a state in half. One of our most common questions we get is how to split a state in half. If somebody's setting up a territory map, they often need to have two or more territories in the same state.

The tracing technique works well on states with simpler outlines. For more complicated borders please see Part 1 on How to Split a Map using Edit Point.

- Lets work on a simpler state border like New Mexico. You don't have to edit the points. You can just add another partial map on top of the existing map by tracing the base map. If we look in the Shapes box we see lots of different kinds of boxes and objects we can draw. If we scroll down a little we will come to the Line Tools. My favorite line tool is the Freeform tool. It is the second option from the end.
- Zoom your PPT slide into 300% or 400%. Click on the Freeform tool and trace over the border lines that are already here. I usually try to go from corner to corner around the area that I want to highlight. You trace it as nicely as you can. We just go around the perimeter. Little more difficult if you are trying to do California or Texas. But works pretty well on states like New Mexico. You can also go around most counties pretty easily.
- When you get back to the beginning the line will reconnect itself and you will have a closed shape that you can fill with a color. If you didn't hit all the corners just right you can use the Edit Points option in the Control Box to adjust the line a little. You also might need to adjust the line weights to match the existing states or counties.

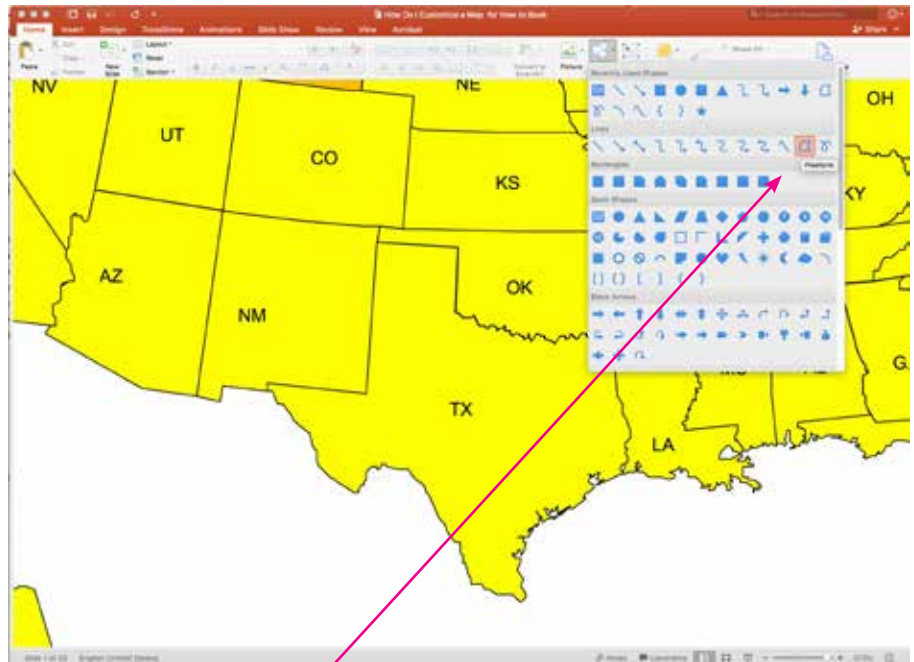
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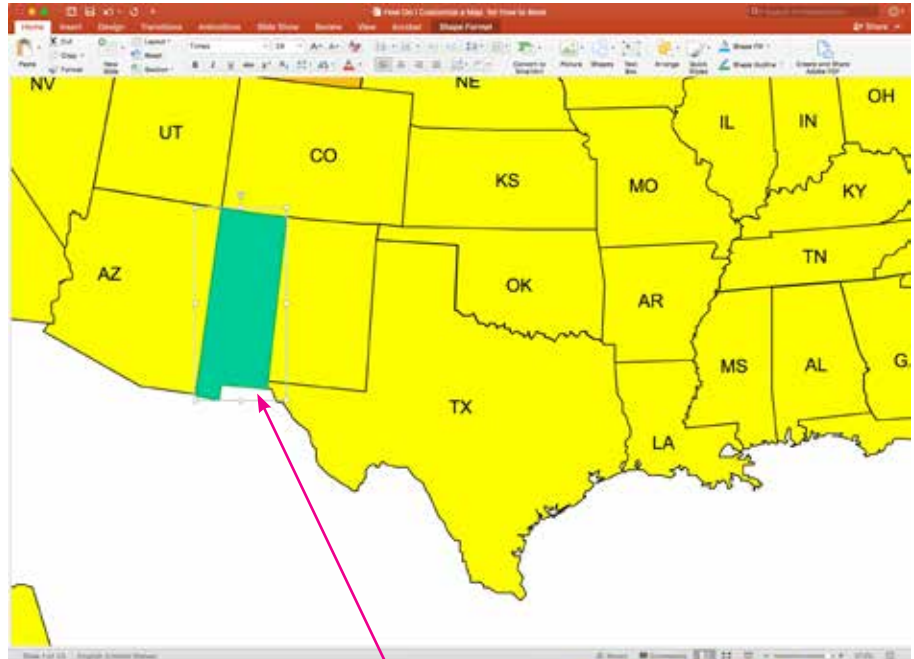
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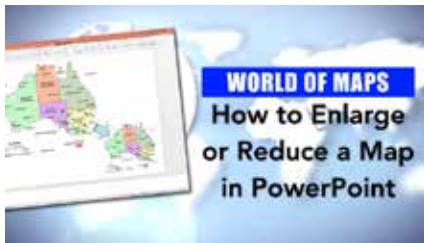
Freeform line drawing tool



Trace around the area you want to highlight

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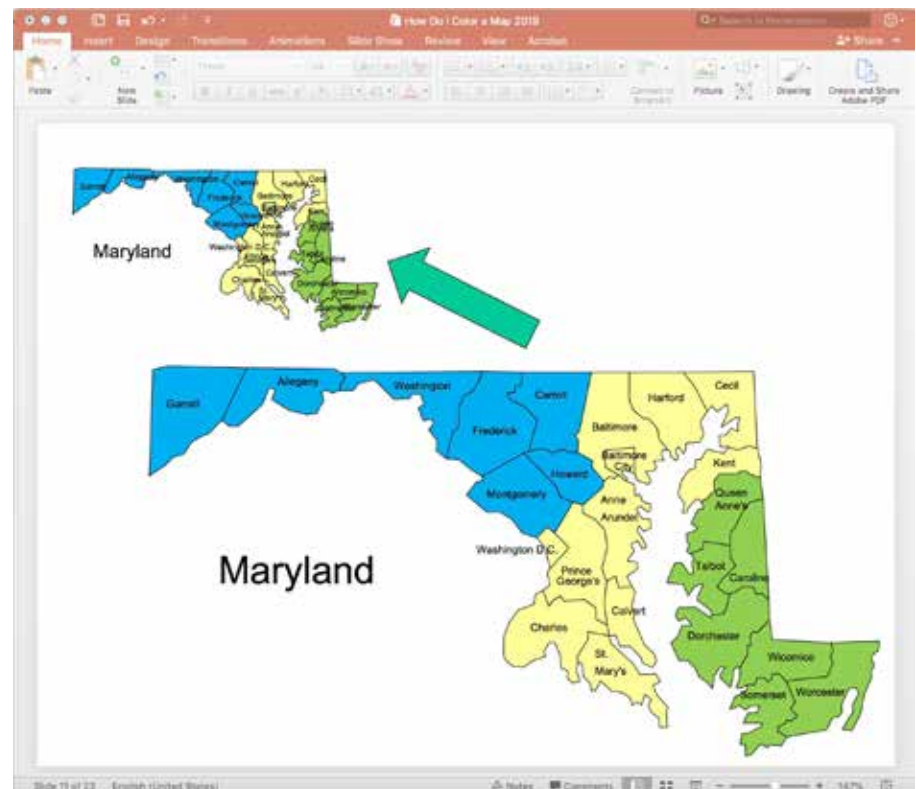
## How to Resize, Enlarging and Reducing a Map in PowerPoint

In this lesson I'm going to show you how to enlarge or reduce an editable PowerPoint map.

If you select an element with your pointer, you will see you have eight small dots or handles around the outside of the selected object. This is your signal that you can customize your map. You can change the all the elements.

### Grouping Your Map Elements

The key for enlarging or reducing your map is to select all the objects in the map, land and text, and Group them. Grouping is the key. It keeps all the elements locked together as you change sizes. You can either go through the map, holding down the Shift Key and select everything, one element by one element with your cursor. This can be a pain if you have a lot



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of elements. Or you can click and drag your cursor around the map. You'll see a light blue box that comes out as you drag across the slide. Every element that you surround should be highlighted. Once you have finished highlighting everything you can right click with our mouse on the PC or on the Mac, hold down the Control Key and click and choose Group in the little window that pops up.

The map is now Grouped. It's now one object that you can move around. You can still customize your map even when grouped. A single click will select the entire group and a second click will select an individual element.

## Resizing Your Map

- We are now ready to resize. Click on the Grouped map. You should see eight handles around the entire collection. Hold down the Shift Key on your keyboard to help keep the map proportional, and click on one of the corner handles. I often use the lower right corner. Slide the corner handle up or down in a 45-degree direction to change the size. Sliding it up to makes the map small, sliding it down and away makes it bigger. It works both ways.
- The map scales beautifully but the text doesn't. The text moves to the correct location but doesn't change sizes. While the map is still grouped, go up to the Ribbon and adjust Text Size to something that looks nicer. You may need to adjust some of the text individually.
- PowerPoint has a built-in grid in the slide to help you line elements up. This works great for bullet lists but for maps it can sometimes get in the way. I recommend turning off the Snap to Grid to make it easier to move elements around. In most of our maps it has been turned off. But if you copy and paste the map into a new PowerPoint presentation it will be on by default. Go to the View pull down menu > Guides > Snap to Grid and uncheck the option. You can now move elements anywhere you want.

Our PowerPoint Maps are compatible with Google Slides and Apple Keynote. The maps will re-size in the same manner as PowerPoint but you will need to adjust the text elements individually.



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The techniques shown here also work with Google Slides and Apple Keynote.

## How to Use the Shift Key to Select Multiple States or Elements in PowerPoint

Very often we need to select several states or counties to create a region. It is much easier to change the colors of several objects at the same time than to do each one individually. This also applies to text. Maybe we want to change the font or the size for a lot of labels.

When you click on an object like a state or country with your mouse pointer you have selected it. You know the object is selected because we will see the eight little handles around the outside. This means we can change its color or move it. If it is text you can edit it.

### Selecting Objects in PowerPoint

There are many ways that you can select objects on a PowerPoint slide.

- Select a single object: You can click on it with your mouse pointer.
- Select several objects: You can select several objects with your mouse pointer. Click on the slide near the object. Hold down the button on your mouse and drag the pointer around the objects. This method works great but you don't always get all the States that you want.
- You can also choose Select All from the Edit pull down menu. This method might grab too many States.



### Using the Shift Key

- Using the Shift Key is my favorite way to select objects. You can select several States or objects at the same time to create a region.
- Look on your keyboard for the Shift key. Holding it down allows you to select multiple objects with our pointer. With the Shift Key down you can move around the slide and select all the different objects that you need.

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- If you select something you don't want by accident, I can just click it again. It's like a toggle switch. Select on, Select off.
- Once you have your objects selected you can go up to the Shape Fill in the Ribbon and choose a color. All of the selected states will change colors. To deselect this group, release your Shift Key and click on the slide somewhere. You are now ready for the next region.
- You can also group all of these elements together while they are selected. This helps keep things organized.

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The techniques shown here also work with Google Slides and Apple Keynote.

## How to Set Up a USA Sales Territory Map in PowerPoint

In this lesson we will set up a regional sales map in PowerPoint using our USA 50 State map. Our maps are easy to customize for your sales, marketing or educational presentations or projects. Every object in one of our maps is an independent individual object that can be customized.

For this training we will use one of our most popular maps, the basic USA, 50 State, two letter names PowerPoint map. Each element in our maps is easy to edit and change. To change an element, you click on it with the mouse pointer. You can tell it is ready to edit if you can see the eight handles that will appear around the edges, once you click on it. You can now use all the drawing tool up in the Ribbon area at the top of the PowerPoint slide.



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- I find the easiest way to start building a territory map is to color the entire map with a basic color. To do this you select all the map elements. Either drag your mouse pointer around the map or you can choose Select All in the Edit Pull Down Menu. You don't want to select the text, just the land.
- Now that everything is selected, you can pick a color from the Shape Fill option in the ribbon. Maybe yellow, and now you are ready to build your territory map. The fill color can also be white.
- Holding down the shift key on your keyboard you can click on the states that make up the territory you want to color. Once the first territory is selected, go up to the Shape Fill box and pick a color. Continue on to the next group, selecting the states and coloring them.
- If you select a state by mistake with the pointer, just click on it again and it will deselect.

Everything you can do on the USA map you can also do with our County and Country maps. You can also create a sales territory map using our maps in Google Slides and Apple Keynote. Most of the customizing tools will be up at the top or on the right side of the slide.

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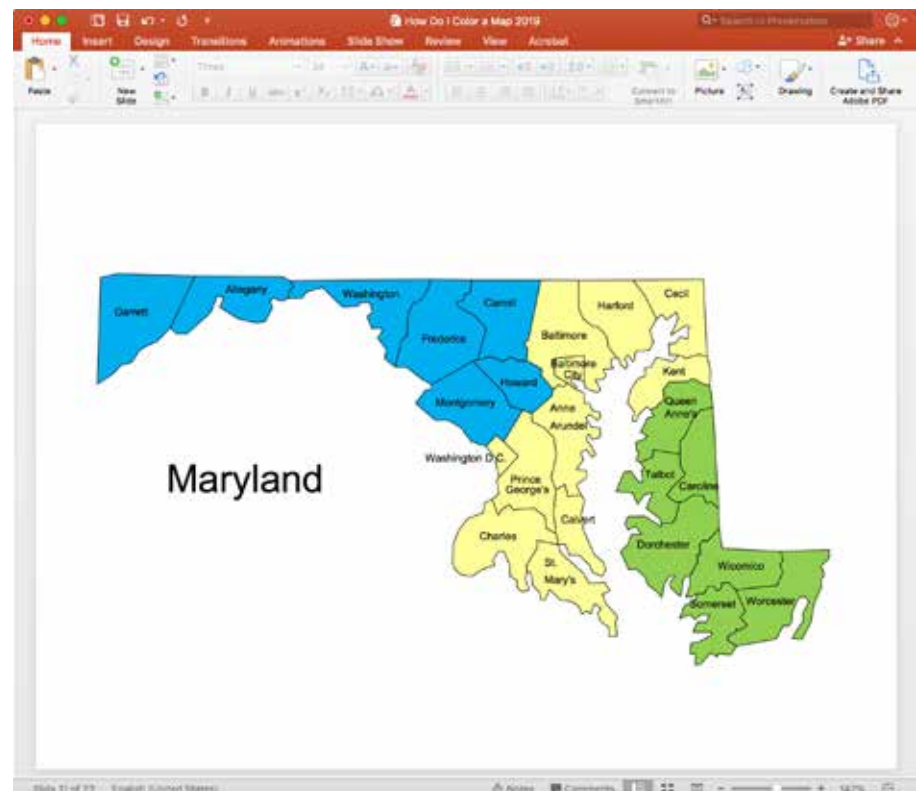
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## How to Build a Custom Sales Territory Map

In this lesson, we are going to learn how you can create a custom territory using one of our PowerPoint editable World of Maps, clip art maps.

For this training we use the Maryland detailed county map. We will highlight a section of the state and build a custom territory map.

- First, we need to select our area or territory. We do this by dragging our mouse over the section of the map that we want. Pretty easy to do. Or you can also hold down your Shift Key on the keyboard and click on them with the mouse cursor state by state. You can select multiple states or counties and then come up to the Shape Fill in the Ribbon and give them a color. We will make them green. That looks really cool.



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You could also drag your cursor around the area you want to select. Anything that's inside that blue range will become selected. The question is what about the text. So that's probably why you would select states or counties with the pointer instead of dragging around them.

- Second, add color from the Shape Fill Option to the states and create your custom region.

## **Creating a Custom Area**

- Third, create a custom map. You can create your territory map in the original map or you can pull the section out and make a separate custom map. You can select that new section and copy/ paste it to a new slide. Once it is on a new slide you can enlarge or reduce it, add more text, and customize further.
- My standard operating procedure for anything I'm doing with a map is to Group all the elements together. Keeping everything as one object makes it much easier to move around or resize. I group everything together by selecting all of the elements, land and text, and then on a PC right click my mouse button or on a Mac hold down the control key and a little window will pop up. Choose Group in the Pop-Up box.

Once you have the territory or section Grouped you can Copy the map.

- Create a new slide. On the right side of the ribbon you will see the options for new slide. Choose New Blank Slide. Paste the new region onto the new slide. You can bring it into the center of the slide and do any further customizing or changing the size. The easiest way to enlarge or reducing the map is leave it grouped.
- To resize, hold down the shift key and grabbed one of the corner handles. Moving your cursor in or out will change the size. When enlarging your map the text moves to about the right spot, but it doesn't scale. Make text adjustments as necessary. If the map is still grouped you can change all the text at the same time.

Like so to make up central them up a little bit, make it a little better.

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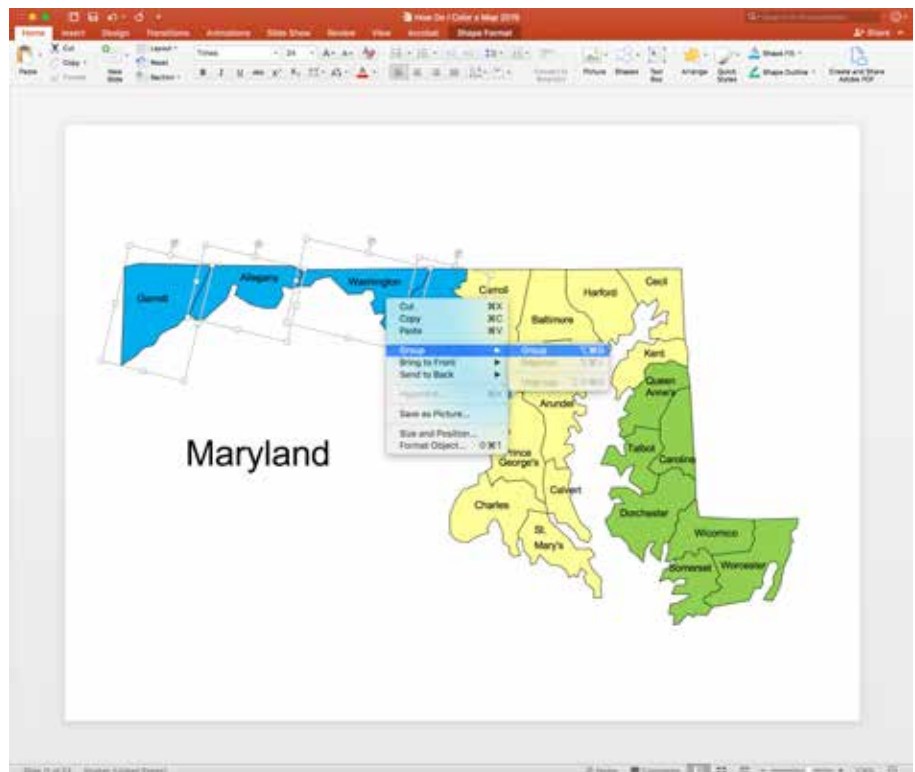
## How to Group and Ungroup Your PowerPoint Map

In this lesson I'm going to talk about group and ungroup. One of the most useful tools you can use when customizing. The techniques shown here also work with Google Slides and Apple Keynote.

### Group and Ungroup

Why do we group our maps? Grouping keeps everything together. It locks it all up. It makes it much easier to move a map around, resize it, change it, copy and paste it without worrying about pieces, coming loose.

- Let's use our Australia map with Administrative Districts. Select all the elements. Remember, we can either drag around them to select them with mouse pointer. Or hold the Shift Key and click all the elements with your pointer



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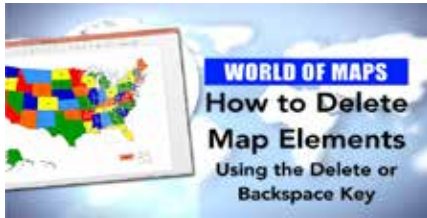
- If you are on a PC, right click on the selected elements with your mouse. If you're on a Mac, hold down the Control Key on your keyboard and click on the map with your pointer. Select Group in the Pop-Up Menu
- Even though the map is grouped, you can still change individual objects by clicking on them twice with the mouse. The first time selects the whole object. The next time selects the piece that you're on.

Now that the map is grouped we can easily resize it, add color to the entire map or copy and paste it into a new presentation.



# World of Maps™

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



The techniques shown here also work with Google Slides and Apple Keynote.

## How to Delete States or Elements in a PowerPoint Map

In this lesson I'm going to talk about how to delete objects that you don't want in your editable PowerPoint World of Maps clip art.

### How to Delete Elements

Before you start deleting elements be sure to make copy of your map. Never work on the original.

- We often need to delete things on our maps. We might want to remove text, or some states so we can create a custom map. There are a couple of different ways to delete elements.
- The Delete Key is located in the upper right-hand side of your key board. It can also be called the Back Space Key, or sometimes it has an arrow pointing to the left.
- Click on the element with your pointer. You know it is selected because you will see eight handles around the edge of the element. I'll click on Hawaii and I can hit the Delete key on the keyboard and that gets rid of it.
- I can also select several objects by dragging pointer around them and then go to Cut in the Edit pull down menu. Or click on the Delete key in the upper right corner of your keyboard. I usually use the delete key. It's easier.

### Tip

If you are creating a custom area out of your map and deleting a lot of elements; it is often easier to delete what you don't want, than to select what you do want. You need to pay attention to what you are deleting. Dragging around elements with your pointer can quickly clear away what you don't want. Be sure to not delete things you do want.

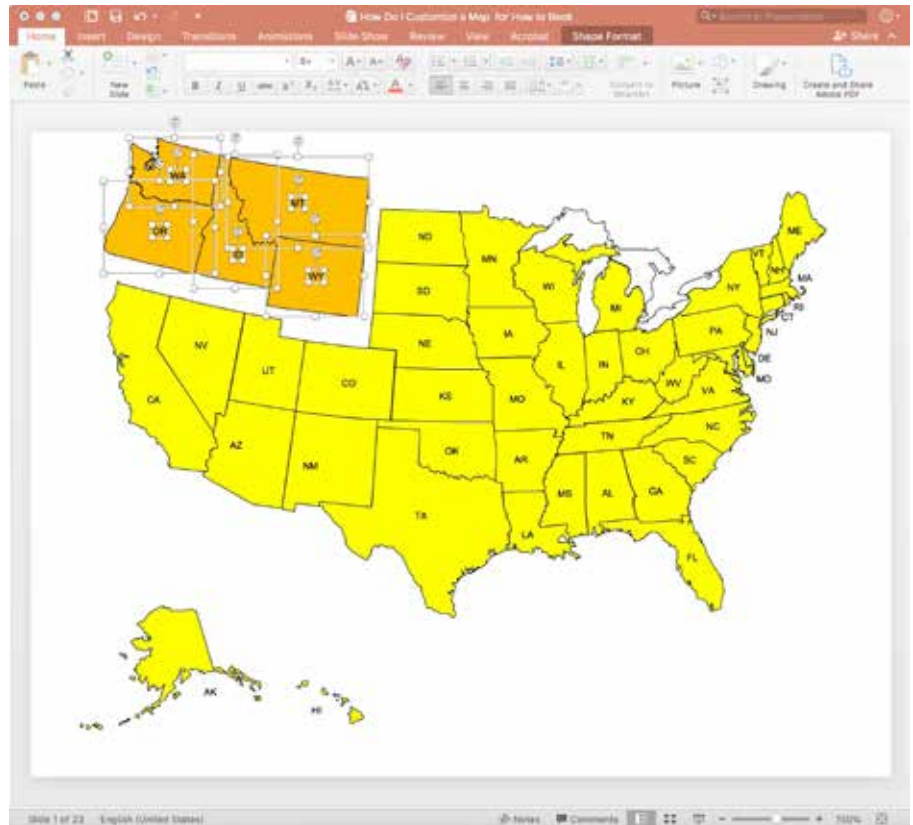
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Tips on How to Edit and Customize your Editable PowerPoint Clip Art Maps



A section of the USA map has been selected and pulled out. Click the Delete or Backspace key and you can remove it from the map.

# World of Maps™

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



The techniques shown here also work with Google Slides and Apple Keynote.

## How to Make a Custom PDF Map Worksheet for Your Students in PowerPoint

In this lesson, I'm going to show you how to make a pdf worksheet that you can use for an educational lesson plan, or a teacher resource sheet for your students. Whatever you need to do, you can take any of our maps and turn them into blank map outlines with instructions.

For this lesson we will use a USA 50 State map with no text.

### Select the Map

- The first thing you need to do is turn the map into a blank outline map.
- First, select the map. Using your cursor, click on a blank part of the slide and drag the mouse pointer around the map. You notice everything gets selected.
- I can also go to the Edit pull-down menu and click on Select All.

### Fill the Selected Map with White

- Now that the map is selected we will fill it with the color white. Filling a map with a color makes it easier to select individual elements. Your colors are located in the Shape Fill in the Ribbon at the top of the slide.

### Group Your States or Counties

- A key to working with maps is to Group everything together. It is much easier to move elements around if they are one unit.
- On a PC, Right Click your pointer on the selected map. If you are on a Mac, hold down the Control Key on the keyboard and Click on the selected map. Choose Group from the popup menu.

Now it's one object and you can resized it for your worksheet.

[Watch the Video](#)

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## **Making the Worksheet Document**

- Make a new PowerPoint presentation. Change the page orientation to vertical.
- To change the slide orientation from horizontal to vertical. Go to Page, File > Page Setup. The Page Setup Popup box probably says Widescreen. Change it to Letter Paper (8.5 x 11). You will notice that the measurements say 10 in x 7.5 in. These measurements are actually the live area of your new slide. We need to change the measurements to 8.5 in x 11 in.
- Click Yes on the Scale Up window. Remove the template elements that are on your slide. We will be adding our own.
- Now you are ready to make your worksheet. Let's go back and get our USA map.

## **Making the Worksheet**

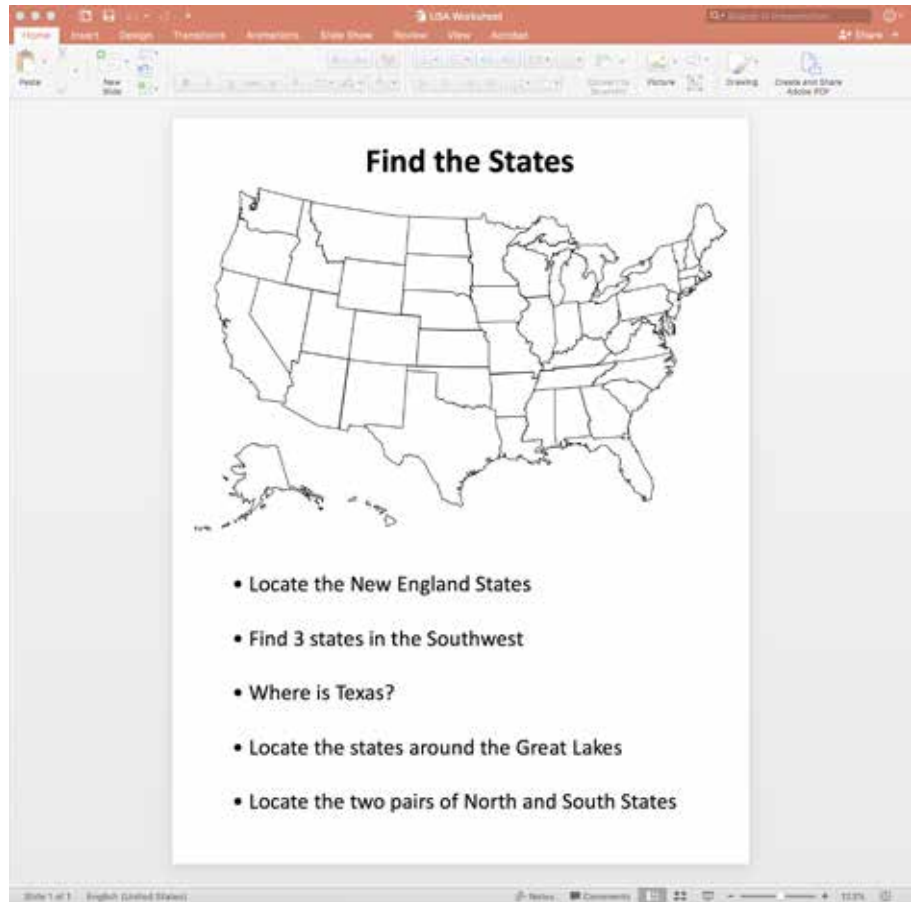
Go back to the previous PowerPoint presentation with the USA map

- Select the USA black and white state map. Resize it or do any other customizing that you want to.
- Copy the map
- Paste it in the new worksheet PowerPoint slide.
- Resize and adjust your map on the slide.
- Add text, such as a header with name and date, questions or tasks to your worksheet.
- Save the document and give it a good name. This will be your master document.
- To distribute this worksheet to others you can save it as a PDF file. This makes it easy to print out or email. The PDF save option will be located in either the Print Menu or in an Export Menu. Both are located in the File Pull Down Menu.

## **To Review**

# World of Maps™

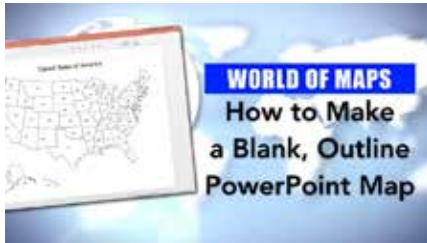
Tips on How to Edit and Customize your Editable PowerPoint Clip Art Maps



So to review, we took an editable PowerPoint Map, we filled the States with white. We resized the map. We then opened a new document, made it vertical or horizontal, whichever way you want to go. Made it the correct size. Usually 8.5 in x 11 in or if you are in Europe or Australia A4, so it's a standard paper size. We then customized it in PowerPoint, added tasks, saved it and then saved it as a pdf file.

# World of Maps™

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



The techniques shown here also work with Google Slides and Apple Keynote.

## How to Make a Blank or Outline PowerPoint Map

In this lesson I'm going to show you how to make a blank or printable outline map that you can use for a worksheet or a lesson.

The normal configuration is that our maps come with color in them. The first slide has land and text, the state, country and city names. The second slide has just the land and the third slide has text. We're going to work with the second slide, the map with just the land. We are changing the color from red or blue etc. to white. We could delete the color and leave the map as all state outlines, but adding white instead gives you more flexibility to customize.

### Making Your Slide Blank

- First, select the map. We can either go to the Edit pull-down menu and choose Select All. You can tell all the states are selected because you will see the handles around the edges. That means you can do something.

Or we can hold down the Shift Key on your Keyboard and using the mouse pointer click on each state we want to make white. I usually drag my mouse around the states I want to change to go a little faster.

### Filling Your States with Color

- Once you have everything you want selected go up to the Ribbon at the top of the slide and select Shape, Fill. Fill your map with white.

I use white because there is now a color in the state and I can click anywhere on the state to change its color again. Sometimes it's hard to select the little border line.

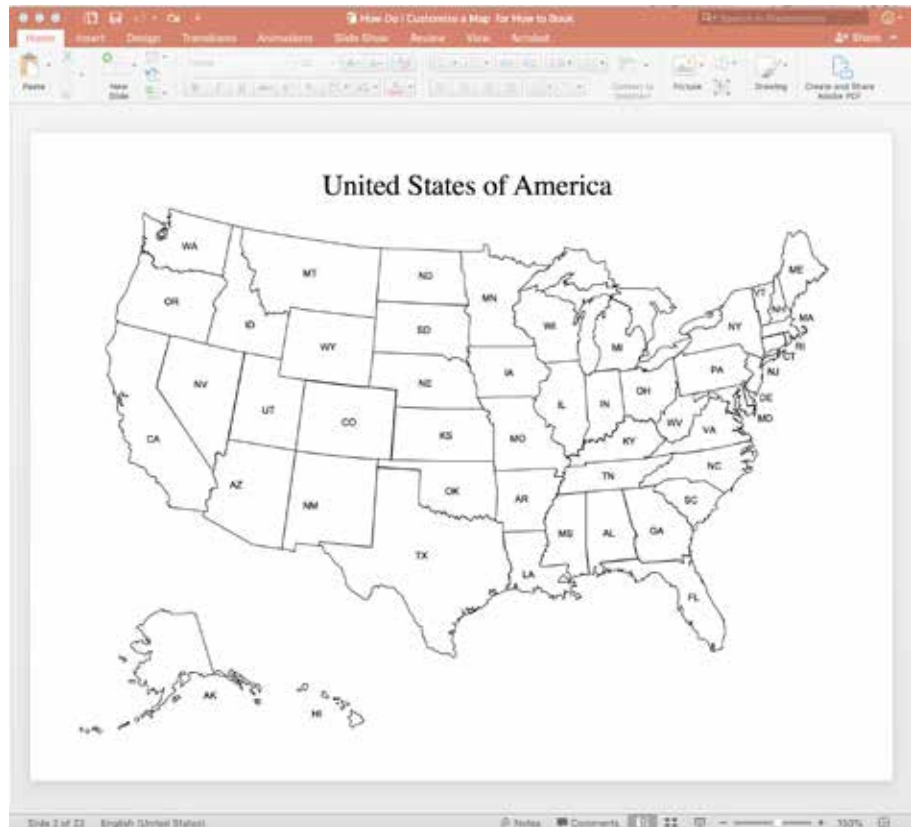
[Watch the Video](https://www.mapsfordesign.com/instructional-videos/make-blank-printable-map-powerpoint/)

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- We're done. You now have a workable outline map that you can use for your project.
- Please check out our Group and Un-Grouping video for more info on changing map sizes.



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



The techniques shown here also work with Google Slides and Apple Keynote.

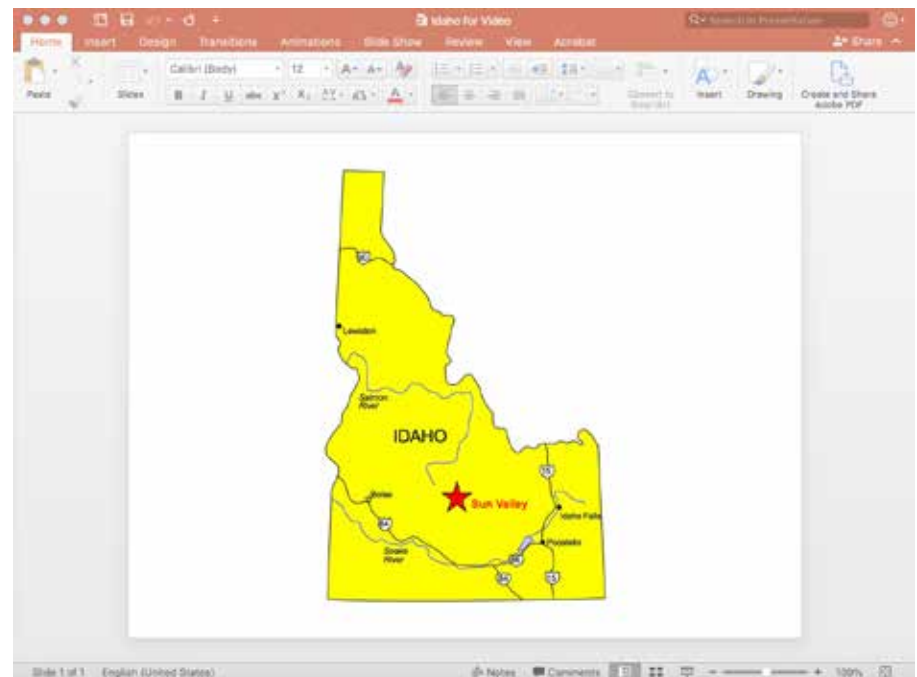
## How to Add a Star or Graphics to Your Map

In this lesson I'm going to show you how easy it is to add a star or a custom element to your map to highlight a headquarters, show locations or points of interest on our editable PowerPoint maps.

In all of our maps you can change text, add color, customize however you like.

### Add Elements to Your Map

- Looking up in the Ribbon area at the top of the slide you will find an option called Shapes. Shapes contains basic boxes and triangles and different elements that you can add to your presentation. You also have lots of drawing tools. My favorite one is the Freeform drawing tool. You also have basic shapes, block arrows, flowcharts, stars, banners and callouts. You can do a lot of cool stuff with these elements.



[Watch the Video](#)

<https://www.mapsfordesign.com/instructional-videos/how-to-add-a-star-or-other-elements-to-your-powerpoint-map/>

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# World of Maps™

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

- Let's select a star. If I click and drag your cursor on the slide next to your map out comes a star. Holding down the shift key will keep the element proportional. You can go as big or as small as you want. Once you have the element to the size you want, release your figure. While the star is still selected, go up to the Shape Fill and can give it a color.
- Click on the star and hold down your mouse button and you can move it wherever you want. Add some text to it and you have a headquarter location.

# World of Maps™

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



The techniques shown here also work with Google Slides and Apple Keynote.

## How to Make a JPG Graphic from a PowerPoint Map

In this lesson, I'm going to show you how you can take your PowerPoint presentation map and export it and turn it into a graphic jpg. JPG graphics are easy to put into lots of other application when you need a graphic.

### Creating a JPG Graphic

- For this lesson we will use the basic USA map. Previously we built a regional map in the Sales Territory Video,

### Customize Your Map

- Click on a state or county or country with your pointer, and you'll see the eight handles appear, it is now ready for customizing.
- Add colors or fills to your map from the Shape Fill option in the Ribbon at the top of the slide. Add text. Whatever you need to do.



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- Most of the customizing options will be at the top or the upper right of your slide.

## **Exporting Your Graphic as a JPEG**

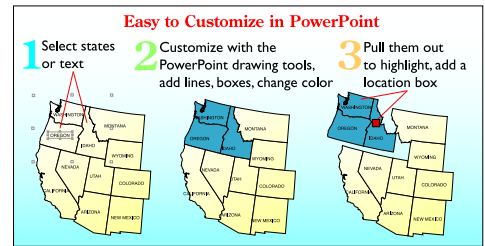
- To create your graphic look in the File pull down menu > look for Export Menu or the Save As menu for different file formats. These are usually located in the File pull down Menu. Generally, we are looking for JPG or JPEG, but there are other formats also.
- Select jpeg, you should notice the file extension changes to jpeg.
- Navigate to a folder or your desktop and save your file.
- Sometimes you can also change the size of the graphic. Pixels are a unit of measure. Depending on how you are using your graphic will determine the size. Print graphics need a high resolution, bigger file and web graphics need lower resolution, smaller graphics.
- In PowerPoint you can select just the slide you are working on, or all the slides.
- Pick a name, select Export and that's it. It's done.

Now you can take the map and use it however you want in any other application that might need a graphic file.

# World of Maps™

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

Perfect for sales territories, business presentations, graphic design and website developing. Every World, State, County, Country maps in PowerPoint is an individual element that can be colored and customized to develop your project.



## USA and Canada Maps (includes state and province names, city names)

USA w/State Outlines, various configurations

National US Highway Map

USA with Major US Cities

Mexico with state names

Canada with its new territories, province names

Combo USA and Canadian map, 8" wide, state and province names

Combo USA and Mexico map, 8" wide, state names

Combo USA, Canadian and Mexico map, 8" wide, no text



## US State Maps

All 50 States - Alabama through Wyoming, filled with light yellow, includes highways, waterways, major cities and capitals.



## Canada Province Maps

All 14 Provinces and Territories  
Canada maps, Alberta-Yukon



## US State Enhanced County and Regional County Maps (includes county names)

Enhanced County Maps, each map has been enlarged and straighten out to fit a full PowerPoint slide. Every county in each state map is an individual element that can be colored and customized in PowerPoint or Illustrator to develop sales and marketing territories. Come with county names, major cities, highways, and waterways. Also includes are our standard state county maps which can be fit together to form regional groups.

USA Master National County map, all 3000+ counties in one map, no names, completely editable.



## World and Global Projections

World Robinson 6, country borders, Europe center

World Mercator 6, country borders, Europe center, with text names and without

World Mercator 1, no country borders, Europe center, continents, our favorite for basic World

World Mercator 2, no country borders, Europe centered, South Pole

World Mercator 3, no country borders, N/S America centered, South Pole included

World Mercator 4, no country borders, Australia and Japan centered, South Pole, grid lines

World Robinson 3, no country borders, continents, North & South America center

Sinosoudial 6pt

Global Projections: 16 projections, including; Africa, India, Asia, Atlantic Ocean, Australia, Europe, Indian Ocean, Japan, Pacific Rim, Middle East, North and South America, North America, North Pole, Pacific Ocean, South America, South Pole



## World Regional Maps (includes country names and capitals)

Africa

Antarctica

Australia, Oceania

Canada, with its new territories, province names

Central America

Commonwealth of Independent States

CIS and Asia

Eastern Europe

Europe, updated

Israel and Middle East

Latin America

Mediterranean Sea Area

Middle East

Scandinavia

South America

South East Asia



## Country Maps (over 120 maps, many broken down by admin. districts, capitals, and text names)

Includes these and more

Argentina

Australia

Belgium/Luxembourg

Brazil

Canada

China, China Region

Costa Rica

Czech Republic

Denmark

England, Ireland, Scotland, broken down by countries

United Kingdom with

administrative districts

Finland

France

Germany

Greece

India

Indonesia

Israel

Japan

Mexico

Netherlands

New Zealand

Norway

Poland

South Africa

South Korea

Spain/Portugal

Sweden

Switzerland

Taiwan

Turkey

United Arab Emirates

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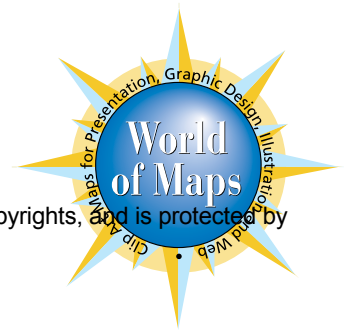
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