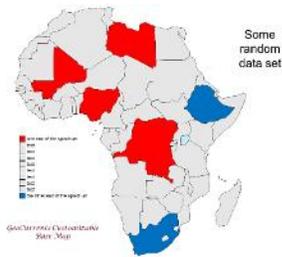


How can these maps be manipulated in PowerPoint?



To map a particular data set, e.g. GDP per capita:

- Decide on appropriate breaks in the data and a color scheme.
- Working with a map with or without country names, color the squares in the map key by right clicking on each square, then click on “Fill” and select an appropriate color. Replace “text” in the map key with the appropriate data range description. Repeat for the entire map key. (You can leave the basic gray color for “no data”.)
- To color a particular country with the color selected for a given data range, click on the appropriate square in the map key. Under “Home”, click on “Format Painter”, then click anywhere within the country outline on the map.

To move countries or country names out of place and back into place:

- Drag and drop.



To see the physical geography of a particular country:

- Working with the physical base map: right-click on the country in question, select “Format Shape”.
- Under “Fill”, increase transparency from “0%” to a higher number (80-100%).

To add features of physical geography to your customized map:

- Working with the physical base map, increase the transparency of a given country or countries as described above.
- Under “Insert” tab, click on “Shapes”, then “Scribble”.
- Drag the pencil cursor to outline the feature in question. When you release the cursor, the line will be completed.
- To change the color of a linear feature (e.g. a river or a mountain crest), click on the line, then under “Format Shape”, under “Line”, change the color. You can also change the thickness of the line, make it a dashed line etc.
- To change the color of a 2-dimensional feature (e.g. a desert area), make sure that the end and beginning of the outline meet. Click on the line or within the outline, then under “Format Shape”, under “Fill”, change the color. You can also choose a patterned, textured, or gradient fill.



To move a newly created feature of physical geography from the physical to a political map:

- Click on the relevant feature on the physical map.
- Copy.
- Switch to a slide with a political map.
- Paste. (The copied element will paste in exactly the same location in relation to the rest of the map.)

To add a country name to one or a few countries on the “no name” map:

- Working with the map that has country names, select the relevant country name(s). (You can select multiple features by pressing and holding the “Shift” key and clicking on the features to be selected.)
- Copy.
- Switch to a slide with a “no names” map.
- Paste.