

# Mapping Guide

## Labels

To label your map, follow these instructions:

1. Choose the **Insert** tab at the top of your screen.
2. Click the **Text Box** button.
3. Place the text box on your map and type the label in the text box.

## Shapes and Shaded Areas

To layer or shade areas with varying transparency, follow these instructions:

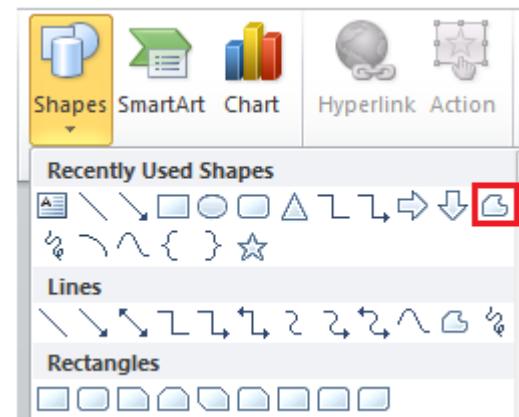
1. Click the **Insert** tab at the menu at the top of your screen.
2. Select the **Shapes** button.
3. Select the shape you would like to use and place it on the map.
4. Hover over the shape and right click. From the menu, select **Format Shape**.
5. From the options, select **Fill**, and then use the slider to change the transparency of your object.  
You can also change the transparency of the border of the object.

Note that this process can also apply to shapes you create using the freeform tool.

## Freeform Tool

This tool can be used like a pen to create lines or shapes.

1. Click the **Insert** tab.
2. Select the **Shapes** button.
3. Select the **Freeform** tool.
4. Use your mouse to draw on the map:
  - Hold the left mouse button down for a freehand line.
  - Release the button for a straight line.
  - Double click to stop drawing.
5. Bring the ends of the lines together and double click.



See a completed sample map on the next slide.

