
Texas School for the Blind and Visually Impaired

Outreach Programs
1100 West 45th Street
Austin, Texas, 78756



Drawing a Map Using Drawing Tools in Microsoft Word 2007

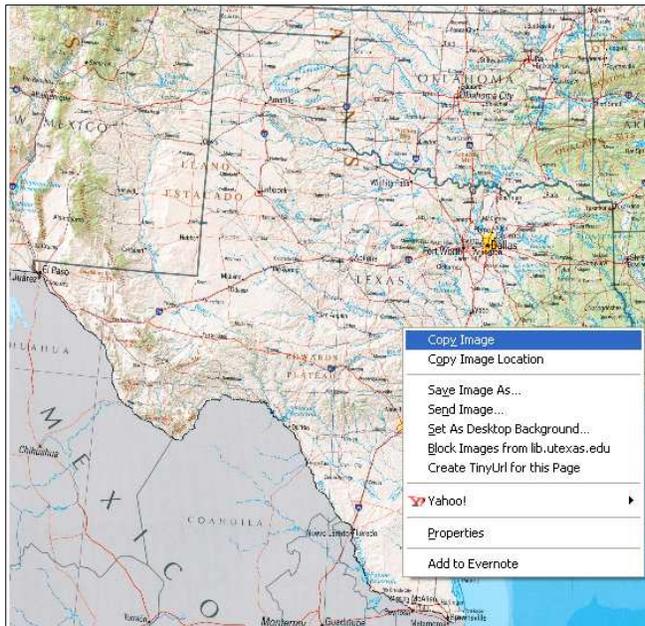
Developed by:
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Find a Map from a Website

University of Texas Library Map Department
<http://www.lib.utexas.edu/maps/texas.html>

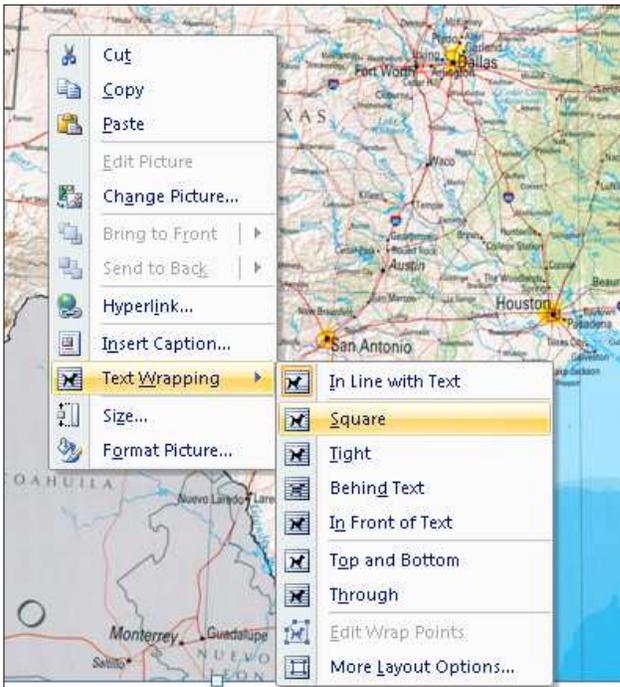
There are several sources to find line drawing maps. The University of Texas Perry-Castaneda Library contains a large collections of maps many countries, regions, and continents of the world.

Copying an Bitmap Image from a Web Page



- Place the cursor on the image
- Press the right mouse button to activate a contextual menu.
- Choose "Copy Image"
- Go to the Word document and paste image into the document from the clipboard.

Releasing the Image from the Cursor Entry Point

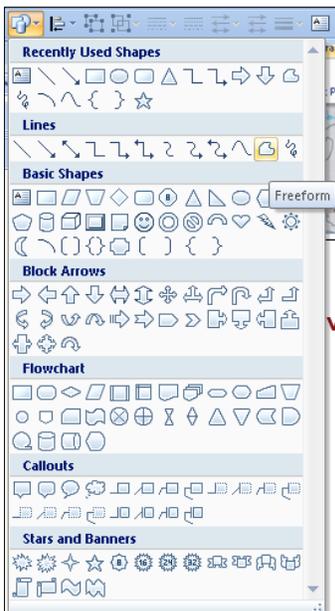


When pasting an image into a document, it is "tied" to the cursor entry point. In order to position the image anywhere on the document it needs to be "released" from the cursor entry point.

- Right clicking on the image will activate a contextual menu.
- Select "Text Wrapping".
- Select "Square" or "Tight" from the submenu.
- The image can now be moved anywhere on the document.

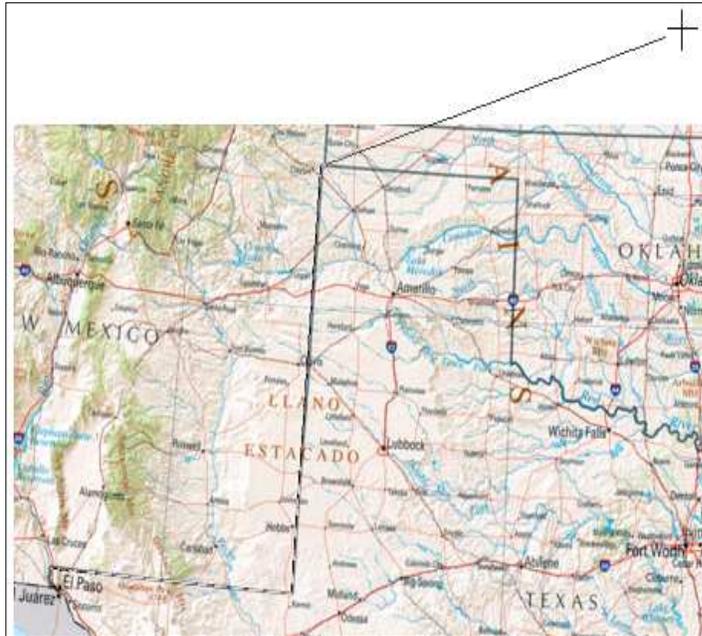
Tracing Over the Map Image to Make a Line Drawing Map

Choosing the "Freeform" Drawing Tool



- Select the "Shapes" icon in the Quick Access Toolbar.
- Go to the "Lines" category.
- Select the "Freeform" tool.

Tracing the Map Using the Freeform Drawing Tool



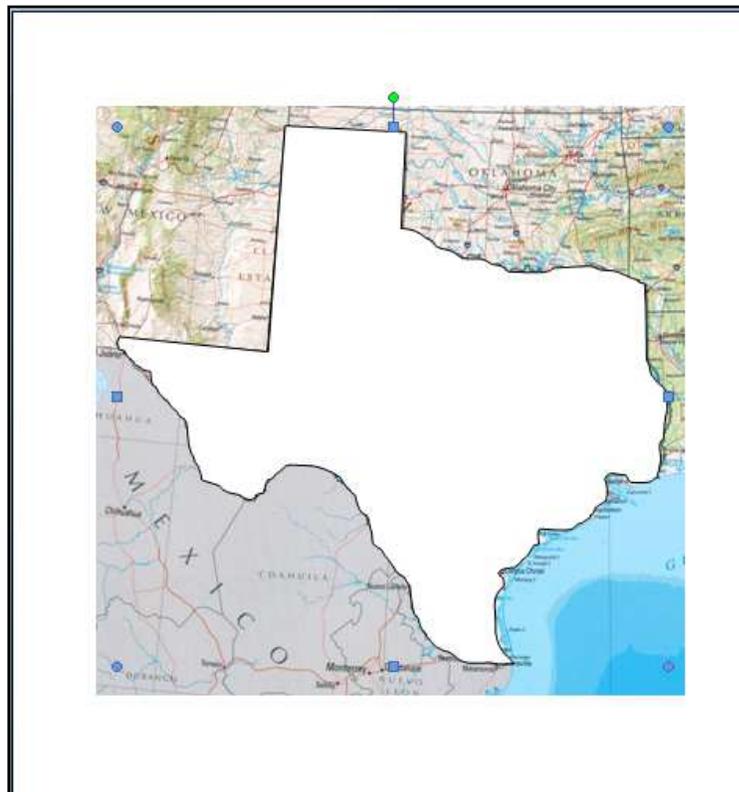
When the Freeform drawing tool is activated the cursor turns into a crosshair drawing cursor.

Place the cursor at a start point then click with the right mouse button.

Move the crosshair to another point on the image. Click again (right button) and a straight line is drawn from the start point to the second click point.

Holding the left mouse button down while moving the crosshair cursor will draw free form lines, much like drawing with a pencil.

Freeform Image



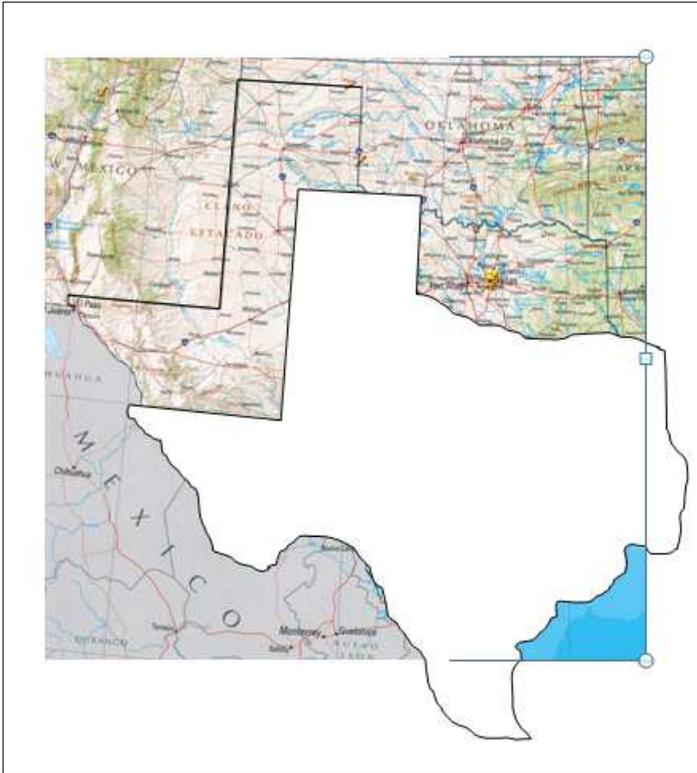
If all goes well, you should end up at the starting point.

If you connect back to the starting point, the freeform image will appear as a solid object.

This solid object can move anywhere on the document.

Removing the Bitmap Image (Web Page Image)

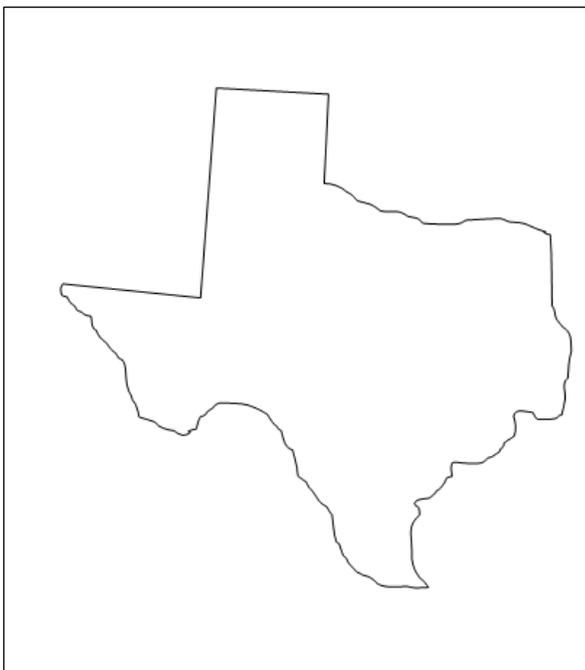
Selecting the Image Map



Select the newly drawn map and drag it slightly off the image map (from the website).

Select the website map by clicking anywhere on the image. The map is now highlighted (selected).

Removing the Image Map

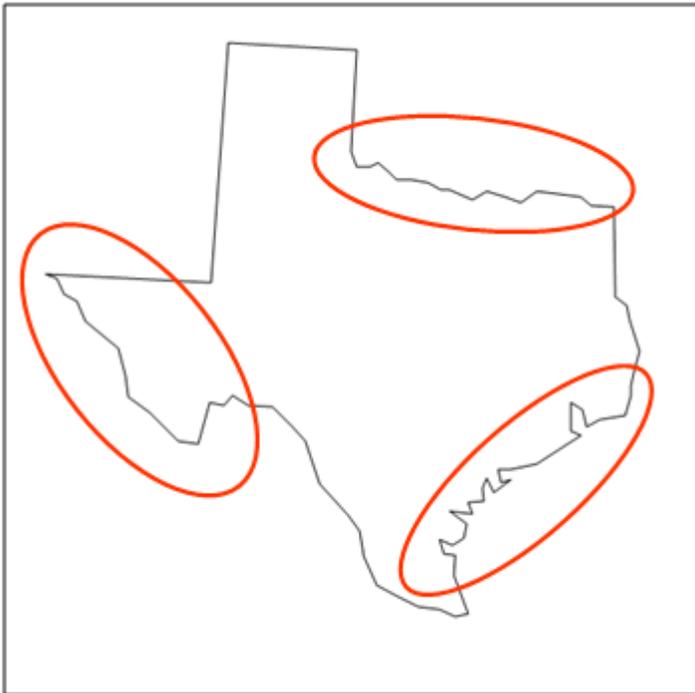


With the image map select "Cut" from the Ribbon menu to delete it.

The key command to cut is **Ctrl+X**.

The line drawing map should be the only object on the document.

Smoothing the "Rough" Lines

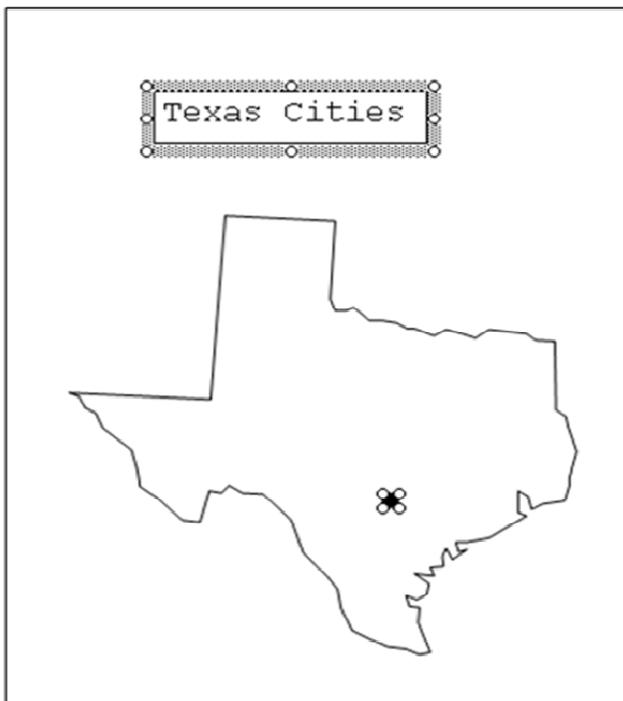


The outline map should have the "rough" areas made smoother.

Most line drawing (mainly maps) used for tactile graphics need to contain boundaries that are smoother than some of the original line drawings.

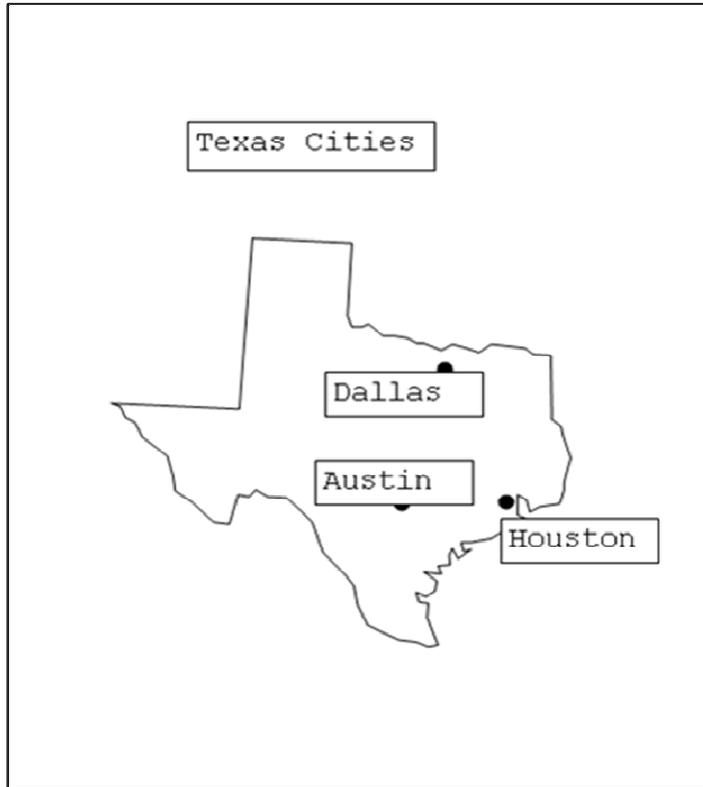
Labeling the Map

Guidelines



- Use Courier New
 - 28 pt font for Tiger
 - 24 pt for TIE or PIAF
- Duplicate (**Ctrl+D**) to make other place markers.
- Nudge into place with the arrow keys.
- Do not clutter map with unnecessary content.
- On place information on the map that is relevant to the questions.

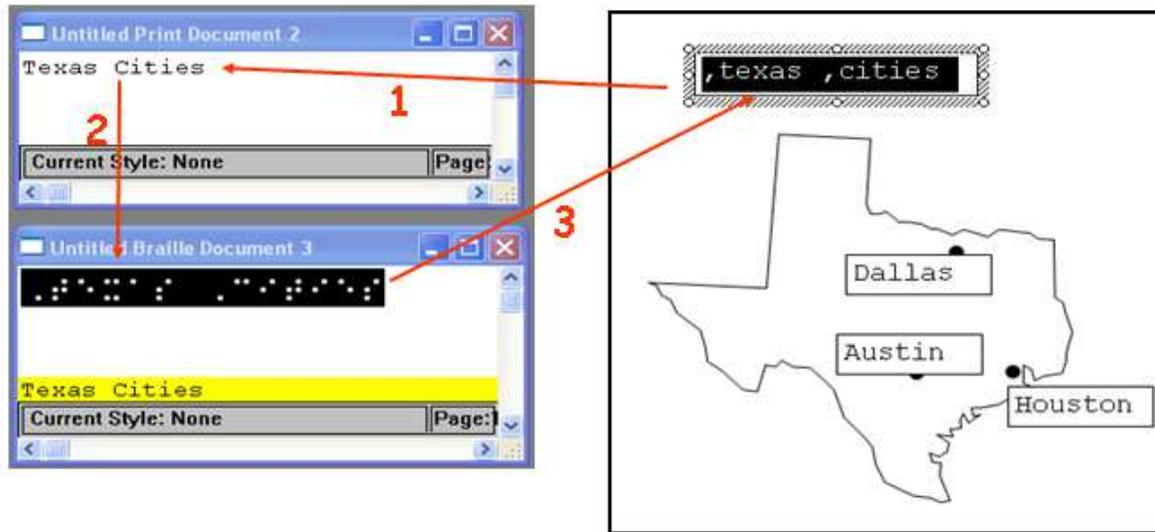
Rough Draft of Map



- The Labeled textboxes still contain a fill color (white).
- Font is not in Braille (Contracted).
- Text boundaries need to be removed.

Using Duxbury to Produce Contracted Braille Labels

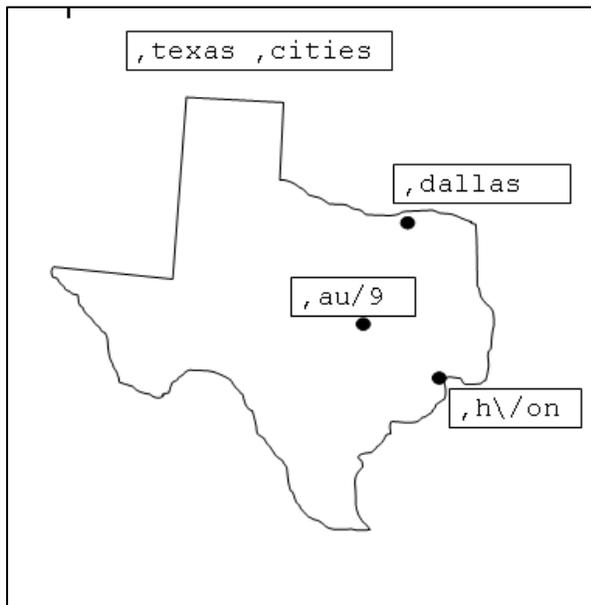
Use only if you do not know ASCII for direct entry of contractions.



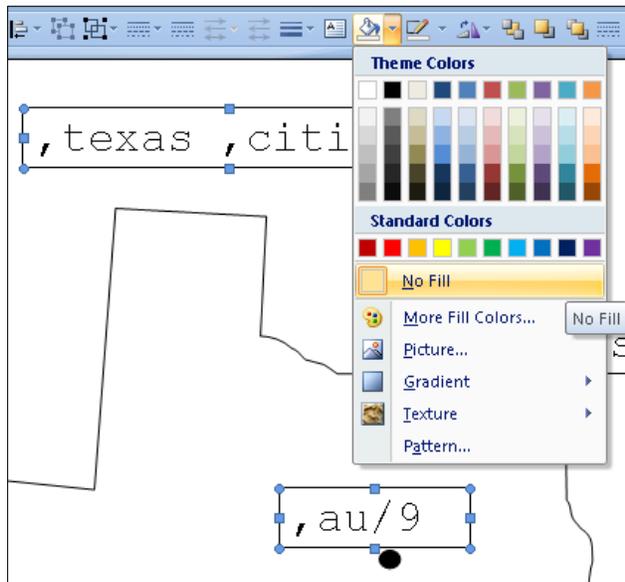
Procedure:

1. Copy (**Ctrl+C**) from MS Word and paste (**Ctrl+V**) into a Duxbury Print document.
2. Translate (**Ctrl+T**) the Duxbury Print into a Duxbury Braille document.
3. Paste (**Ctrl+V**) clipboard information into the MS Word document.

Document in Contracted Braille



Removing the Textbox Fill



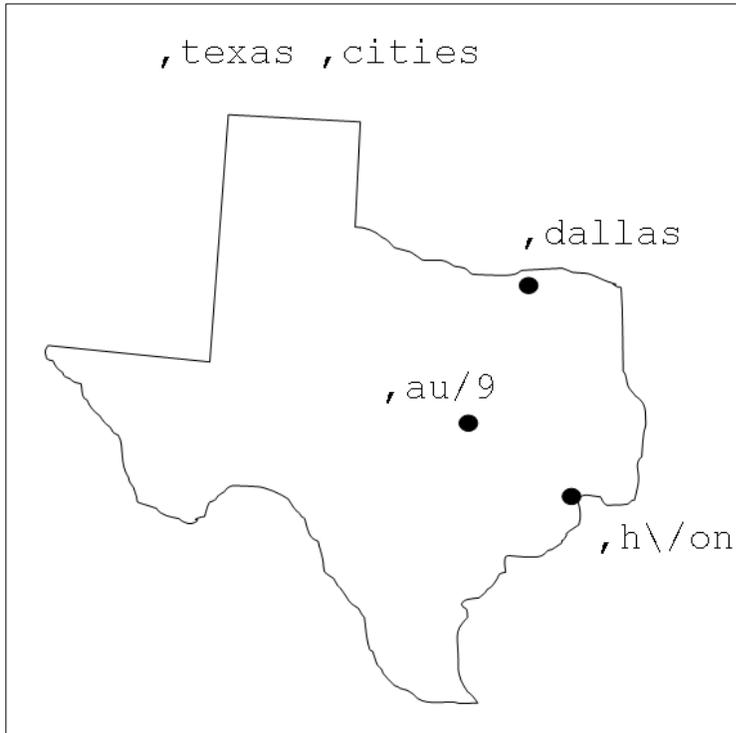
- Highlight all textboxes by holding down the "Shift" key while clicking on each box.
- Select the pull down arrow next to the Paint Bucket icon.
- Select "No Fill".
- This makes the textbox have a transparent background.

Removing the Text Borders



- Keep all textboxes highlighted during this procedure.
- Select the pull down arrow next to "Line Color" tool located in the Draw menu bar.
- Select "No Outline".

Finished Line Drawing Map



Reposition the labels in appropriate location if needed.

Keep the map clean by not putting too much information on it.