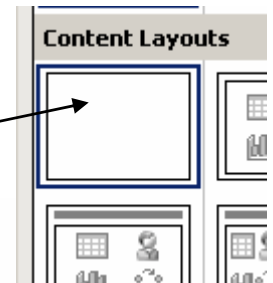


## Labeling of Maps or Images with PowerPoint or Inspiration

Students who are not able to effectively use pencil and paper to complete labeling of maps or other images can use PowerPoint or Inspiration to complete this task independently. Both programs allow teachers to import graphics into the program. Inspiration can read text out loud to students. Students can then type in text over top of the image, click/drag pre-made text boxes to the correct location on top of the image, or draw lines from labels. Resources to locate images related to the curriculum appear below.

### Labeling of Maps or Images with PowerPoint

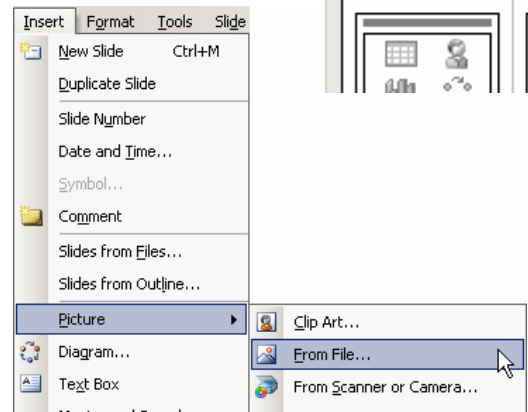
1. To start, click on the PowerPoint icon in the applications folder.
2. Go to File > New. Then under the New Presentation sidebar, click on "Blank template".
3. On the Slide Layout sidebar, select the first selection under "Content Layouts"



### Inserting a Map or Image

From the top menu, click on "Insert" and select "From File".

Locate your image (e.g. map) that is saved on your network or portable memory device. See the end of this document for suggestions for how to locate curriculum related images and maps. Once you locate the image file, click on the image and select "Open" to insert it into PowerPoint. Save the image in PowerPoint by selecting "File" and "Save As".



Once the image is imported and saved in PowerPoint, you can enlarge, resize or move the image by using the "View" image on the top toolbar and using the mouse like other graphics in Microsoft Word.

### Adding Labels

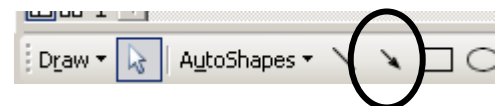
From the top toolbar, click on "Insert" and select "Text Box" or use the textbox icon from the drawing toolbar at the bottom of the screen. A text box with a green dot on top appears wherever you click on the image. The text box can be moved by clicking and dragging the box with the mouse. There are several options for how students can label the map or image.

1) Leave the text box blank, move them over the desired locations and have students type into for labeling.



2) A teacher can type into the text box and move the text box label to the side of the image to create a label word bank. Students would move the label into the correct location with the mouse.

3) The teacher creates a label word bank and the student uses the arrow drawing tool from the bottom toolbar to draw lines from the labels to the correct locations



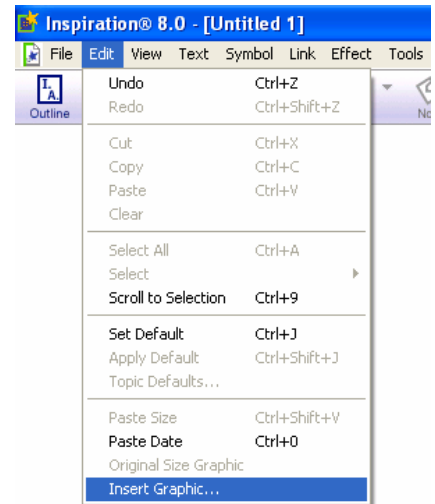
The completed labeled map or image can be saved and printed.

# Labeling of Maps or Images with Inspiration

## Getting Started



Open Inspiration: On MCPS computers, you will find it in the Programs window or the Programs menu item on the Start menu. Inspiration is a graphic organizer program that can import and label images as well.



## Inserting a Map or Image

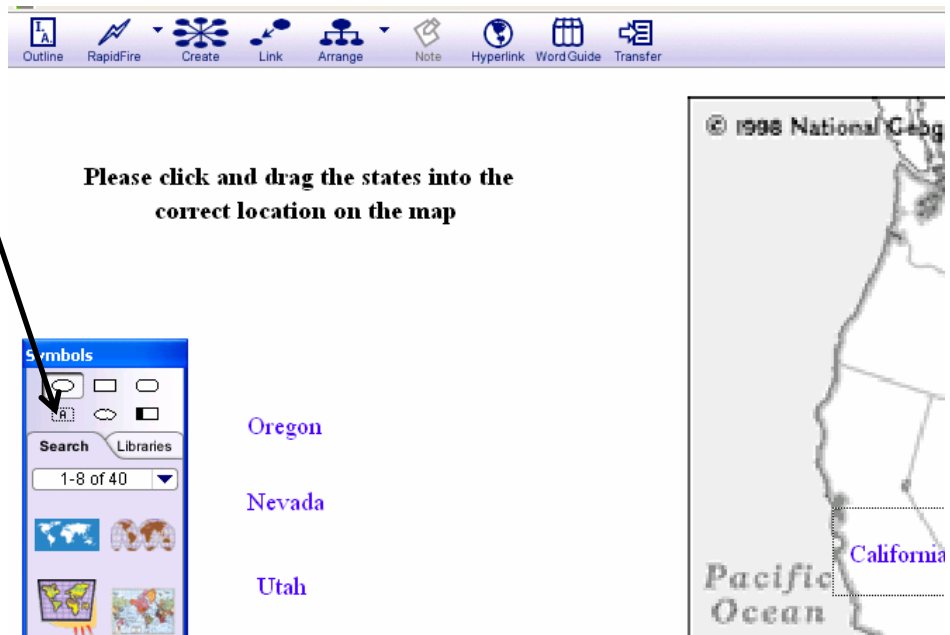
From the top menu, click on “Edit” and select “Insert Graphic”.

Locate your image (e.g. map) that is saved on your network or portable memory device. See the end of this document for suggestions for how to locate curriculum related images and maps. Once you locate the image file, click on the image and select “Open” to insert it into Inspiration. Save the image in Inspiration by selecting “File” and “Save As”.

## Adding Labels

A box titled “Symbols” appears on the screen. Select the box with an “A” inside to create a text label without a border.

- 1) Leave the text box blank, move them over the desired locations and have students type into for labeling or...
- 2) A teacher can type into the text box and move the text box label to the side of the image to create a label word bank. Students would move the label into the correct location with the mouse. The completed labeled map or image can be saved and printed.



## Magnify your view:

The opening screen will show an oval “symbol” with “main idea”. The page can be magnified by clicking on the mountain symbol on the bottom left corner of the screen. This will make the symbols appear bigger on the screen, but not in the printed version.



## To read text out loud:

Inspiration 7 and 8 have a “Listen” tool that can be accessed under the “Utility” menu for this purpose.

## Locating Maps or Images to Label

The MCPS Social Studies curriculum office makes images of some maps and other diagrams from the curriculum guides available for MCPS staff in the Outlook public folder: *Conferences...Curriculum...Social Studies...Social Studies Curriculum...Maps, Diagrams, Resources*

The HIAT web-page has links to maps and images for instructional use at [www.mcps.k12.md.us/departments/hiat](http://www.mcps.k12.md.us/departments/hiat). Two web pages with maps with and without labels are National Geographic Xpeditions Atlas ([www.nationalgeographic.com/xpeditions/atlas](http://www.nationalgeographic.com/xpeditions/atlas)) and the maps section of Houghton Mifflin Education Place ([www.eduplace.com/ss/maps](http://www.eduplace.com/ss/maps)).