Introduction
The aim of this PowerPoint pack is to provide you with some simple maps so that you can add your own data and information to them and use in presentations or reports. The maps are saved to the background so that you can write or draw over them without touching the map itself. The PowerPoint pack provides all the tools that you would need to produce including symbols, callout boxes, legends and labels. All you need to do is copy and paste.

How to guide
Select the map you want to use.
Add your data
In the Labels and Symbology section there are ready made symbols, labels and callout boxes that can be cut and pasted onto your map. With the callout boxes, double click on them and begin typing your information.
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Northern Iraq
Admin 1 Maps – White
Admin 1 Maps – Colour
Admin 1 Maps - Editable
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Country Map
Showing Country boundary and Department boundaries

There are two types of country map:
• *Simple Country Reference Map* – Copy and paste labels to map
• *Advance Country Reference Map* – Admin boundaries colours can be changed.
  Select admin area, Right Click>>Format Shape>>Fill
Reference map of Iraq
Reference map of Iraq
Reference map of Iraq
Northern Iraq
Showing Governorates and Districts
Reference map of Northern Iraq
Admin 1 Maps - White

Showing Governorates and Districts
IRAQ: Babylon Governorate
IRAQ: Baghdad Governorate
IRAQ: Kerbala Governorate
IRAQ: Kirkuk Governorate
IRAQ: Missan Governorate
IRAQ: Muthanna Governorate
IRAQ: Ninewa Governorate
IRAQ: Qadissiya Governorate
Admin 1 Maps - Coloured

Showing Governorates and Districts
IRAQ: Babylon Governorate
IRAQ: Dahuk Governorate

[Map of Dahuk Governorate in Iraq with key locations marked: Zakho, Amadi, Dahuk, Nineva, and Erbil.]
IRAQ: Erbil Governorate
IRAQ: Kerbala Governorate
IRAQ: Kirkuk Governorate
IRAQ: Ninewa Governorate
IRAQ: Qadissiya Governorate
IRAQ: Salah al-Din Governorate
IRAQ: Sulaymaniyah Governorate
IRAQ: Thi-Qar Governorate
IRAQ: Wassit Governorate
Admin 1 Maps - Editable
Showing Governorates and Districts
IRAQ: Anbar Governorate
IRAQ: Baghdad Governorate
IRAQ: Dahuk Governorate
IRAQ: Qadissiya Governorate
IRAQ: Salah al-Din Governorate
IRAQ: Sulaymaniyah Governorate
IRAQ: Thi-Qar Governorate
IRAQ: Wassit Governorate
Labels and Symbology

General Symbols

OCHA Symbols

Callout Boxes
OCHA Symbols

Cluster
- Agriculture
- CCCM
- Coordination
- Early Recovery
- Education
- Emergency Shelter
- Emergency Telecommunications
- Food Security
- Health
- Logistics
- Nutrition
- Protection
- WASH

Disaster
- Cold Wave
- Cyclone Hurricane Typhoon
- Drought
- Earthquake
- Epidemic
- Fire
- Flash Flood
- Flood
- Heat Wave
- Insect Infestation
- Landslide Mudslide
- Snow Avalanche
- Storm
- Storm Surge
- Tornado
- Tsunami
- Volcanic Eruption

Affected Population
- Affected Population
- Children
- Dead
- Injured
- Missing

Damage
- Affected
- Damage
- Destroyed
- Partially Destroyed

Infrastructure
- Airport
- Airport Civil
- Airport Military
- Bridge
- Buddhism Temple
- Church
- Community Building
- Food Warehouse Storage
- Government Office
- Helipad
- Hindu Temple
- Infrastructure
- Mosque
- Police Station
- Road
- School
- Seaport
- Tunnel
Labelling

- Label
- *Label in Italics*
- **Label in Bold**
- **LABEL IN CAPITALS**
- Transparent Label
- *Transparent Label in Italics*
- **Transparent Label in Bold**
- **TRANSPARENT LABEL IN CAPITALS**

Creation Date/ Time:

Map Reference Number:

Glide Number:
**Legend Details**

<table>
<thead>
<tr>
<th>Map Title</th>
<th>Map Title Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Haiti:</td>
</tr>
<tr>
<td>Subject</td>
<td>Department</td>
</tr>
<tr>
<td>Date</td>
<td>Reference Map</td>
</tr>
</tbody>
</table>

**Map Summary**

The map summary (also termed the abstract) is a block of descriptive text that provides a useful guide to a user whether or not they are looking at the map itself, a thumbnail or a non-graphical list of map products.

**Map Summary Example**

The map summary (also termed the abstract) is a block of descriptive text that provides a useful guide to a user whether or not they are looking at the map itself, a thumbnail or a non-graphical list of map products.

*For example:*

- The map background shows major settlements and Department boundaries.

**Additional Metadata Tags**

<table>
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<th>Additional Metadata Tags Example</th>
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<tbody>
<tr>
<td>Creation Date/ Time: 2010-10-10/ 1200</td>
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<tr>
<td>Map Reference Number:  ABC123</td>
</tr>
<tr>
<td>Glide Number:</td>
</tr>
<tr>
<td>Data Sources:</td>
</tr>
</tbody>
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Specific Legends

Physical Map

Legend
Settlements
National Capital
Department City

Water
Waterbody
Non-Perennial/
Intermittent/
Fluctuating River
Permanent River

SRTM
High : 2700
Low : 0

Population Map

Legend
Population
0 - 10000
10001 - 15000
15001 - 20000
20001 - 25000
25001 - 30000
30001 - 35000
35001 - 40000
40001 - 45000
45001 - 50000
50001 - 75000
75001 - 100000
100001 - 250000
250001 - 500000
500001 - 750000

Transport Map

Legend
Airfields
Civilian
Joint Military/Civilian
Military
Other

Roads
PRINCIPAL
SECONDARY

Settlements Map

Legend
National Capital
Department Capital
Commune Capital
Logos

Logos of key organisations
Logos

Paste your logos here to use in the future

MapAction

OCHA
Weblinks

Links to key maps and data sources
Map Sources

- Reliefweb - http://www.reliefweb.int/
- Reuters Alertnet - http://www.alertnet.org/
- UNOSAT - http://www.unosat.org/

Data Sources
Data Collection

Waypoint Collection Sheet
### WAYPOINT

<table>
<thead>
<tr>
<th>wpt num</th>
<th>ref num</th>
<th>X</th>
<th>Y</th>
<th>sent?</th>
</tr>
</thead>
<tbody>
<tr>
<td>from GPS 001, 002, etc.</td>
<td>R1, R2, etc.</td>
<td>('easting')</td>
<td>('northing')</td>
<td>use all digits</td>
</tr>
</tbody>
</table>

### RADIO REPORT

<table>
<thead>
<tr>
<th>feature</th>
<th>notes</th>
<th>functional (Y/N)?</th>
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</thead>
</table>

### DETAILS

<table>
<thead>
<tr>
<th>feature</th>
<th>notes</th>
<th>functional (Y/N)?</th>
</tr>
</thead>
</table>

**Before fieldwork:** fill in the shaded boxes
**During fieldwork:** fill in 'waypoint' or 'radio report' section, and 'details'
Waypoint Collection Sheet
How to use

Remember that the GPS only records the WP numbers: you must also make a record of what these points represent (these are called the attributes).

Some newer GPS receivers and other GPS-enabled devices such as hand-held computers allow you to enter attribute information by keying it into the device directly when you create a waypoint. By all means experiment with these, but you may find it awkward in a field environment to mess around with tiny keypads to enter information. A paper record as shown below often proves a more practical way to capture various kinds of information.

You can use a notebook to record the attributes of WPs as you go along. Just write down the WP number, and what you want to record at that place. A better way is to use a purpose-designed form.

At Appendix 2A is a copy of MapAction’s blank WP form for you to reproduce and use if you wish. Here is an example showing how the form can be used.

It is not essential that you use a recording sheet exactly like the one above, but whatever you do you must be able to record accurately the attributes for each waypoint you have saved with the GPS.
MapAction User Guide

PowerPoint Map Creation

Basic Maps
1. Create base map in ArcGIS, using the PowerPoint_Map_Template found in - 2011-mm-dd-destination-BLANKv02\GIS\3_Mapping\37_PowerPoint_Maps_Basic.
2. Ungroup metadata properties and edit the Scale.
3. Regroup metadata properties. Set the frame properties as follows - Border - 1.0 point, Gap - X and Y - 5pt; Background - White, Gap - X and Y - 5pt.
4. Export map as JPEG to - 2011-mm-dd-destination-BLANKv02\GIS\3_Mapping\37_PowerPoint_Maps.
5. Open the PowerPoint Pack Template and locate the relevant slide.
6. Right click slide and select format background.
7. Select Fill>> Picture or texture fill>> Insert from>> File and select map jpeg.
8. Before applying check that the stretch options>> Offsets are all at 0%.
9. Click Close.
10. Save PowerPoint.

Advance Maps
1. Create base map in ArcGIS, using the PowerPoint_Map_Template found in - 2011-mm-dd-destination-BLANKv02\GIS\3_Mapping\37_PowerPoint_Maps_Advance.
2. Export map as EMF to - 2011-mm-dd-destination-BLANKv02\GIS\3_Mapping\37_PowerPoint_Maps.
3. Open the PowerPoint Pack Template and locate the relevant slide.
4. Select Insert>>Picture>>Select EMF File>>Insert.
5. Resize map approximately.
6. Right Click Image>>Group>>Ungroup
A dialog box with the following will show: "This is an imported picture, not a group. Do you want to convert it to a Microsoft Office drawing object?"
7. Select Yes.
8. Make sure the whole map is selected and resize to fit slide.
Each part of the map should now be clickable and editable.
9. Save PowerPoint.

Adding a border to the map.
1. Click - Insert>>Shapes>>Rectangle.
2. Draw Rectangle around map
3. Right click rectangle>> Format shape>>Fill>>No Fill
4. In the Shape Format>> Select Line Color - Black or Grey
5. In the Shape Format>> Select Line - Width 2pt
6. Close Shape Format.