

Manual - Canvas Template of a Padlet

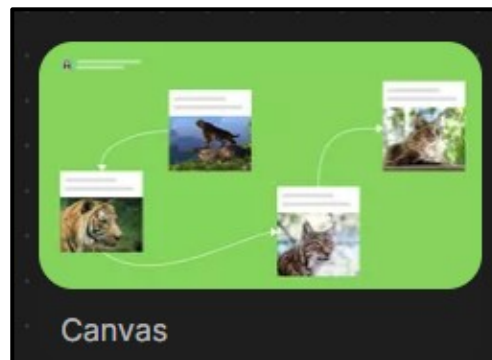


Figure 1

Figure 1 shows a preview of 'Canvas' template of Padlet. It allows you to show the connection between the posts. It is basically used when there is a need to show the inter-connectivity of the messages when they are scattered or grouped by drawing arrows.

➤ Make a Padlet



To make a canvas template, click on the dashboard. Click 'Select' below canvas, as highlighted in the Figure 2.

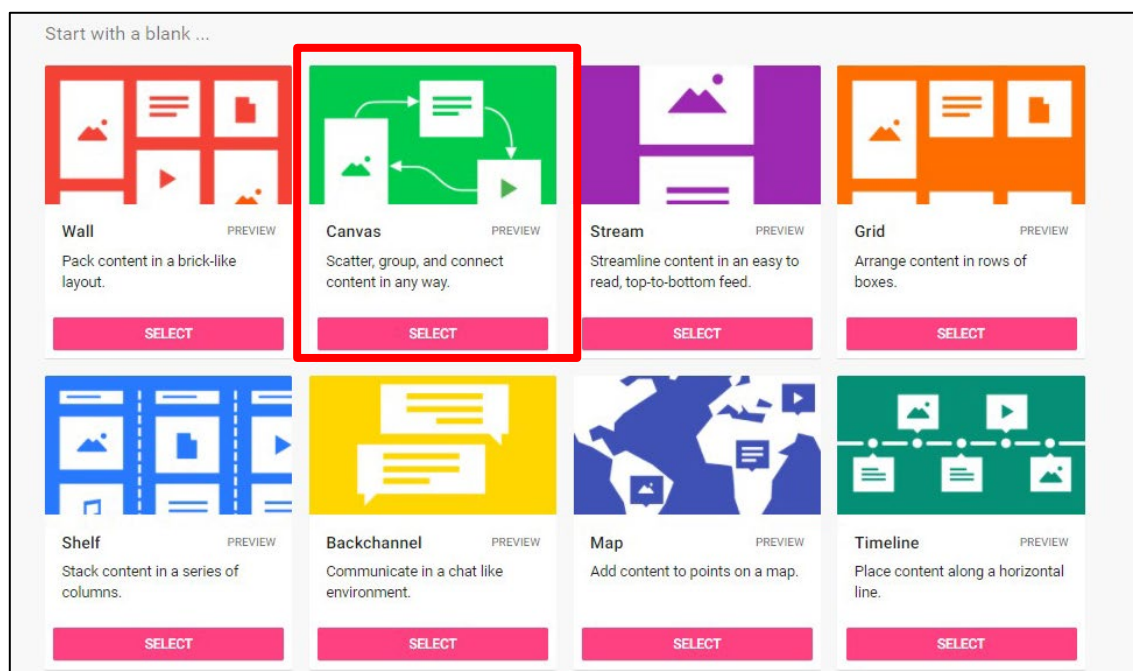
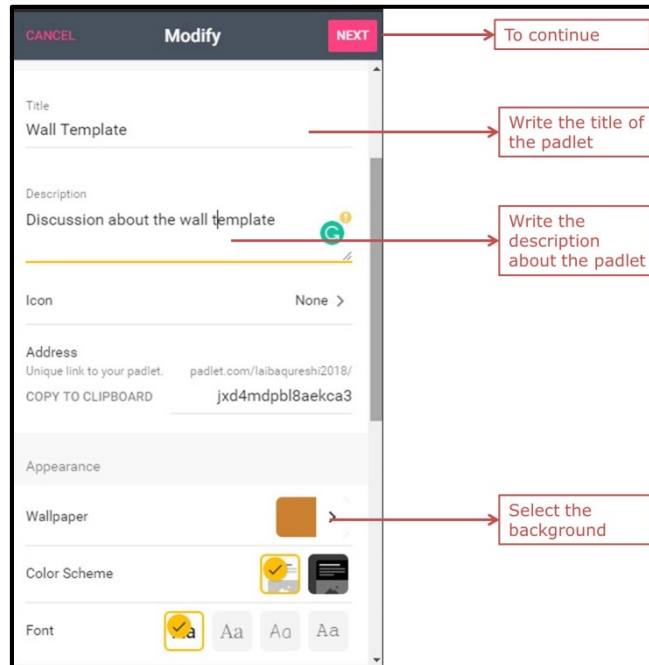


Figure 2

To start the Padlet, fill in the details according to the requirement (shown in Figure 3) that appears at the right side of the screen. Then click on 'Next' button on the top right corner to continue.



The screenshot shows the 'Modify' screen of the Padlet app. It has a 'CANCEL' button on the top left and a 'NEXT' button on the top right. The form contains the following fields:

- Title:** 'Wall Template' (Annotated: 'Write the title of the padlet')
- Description:** 'Discussion about the wall template' (Annotated: 'Write the description about the padlet')
- Icon:** 'None' with a selection arrow.
- Address:** 'Unique link to your padlet. padlet.com/taibaqureshi2018/jxd4mdpbl8aekca3' (Annotated: 'To continue' points to the 'NEXT' button).
- Appearance:**
 - Wallpaper:** A selection of a brown square (Annotated: 'Select the background').
 - Color Scheme:** A selection of a yellow and black scheme.
 - Font:** A selection of a font style.

Figure 3

Click on **START POSTING** to start the Padlet.

➤ Post on Padlet

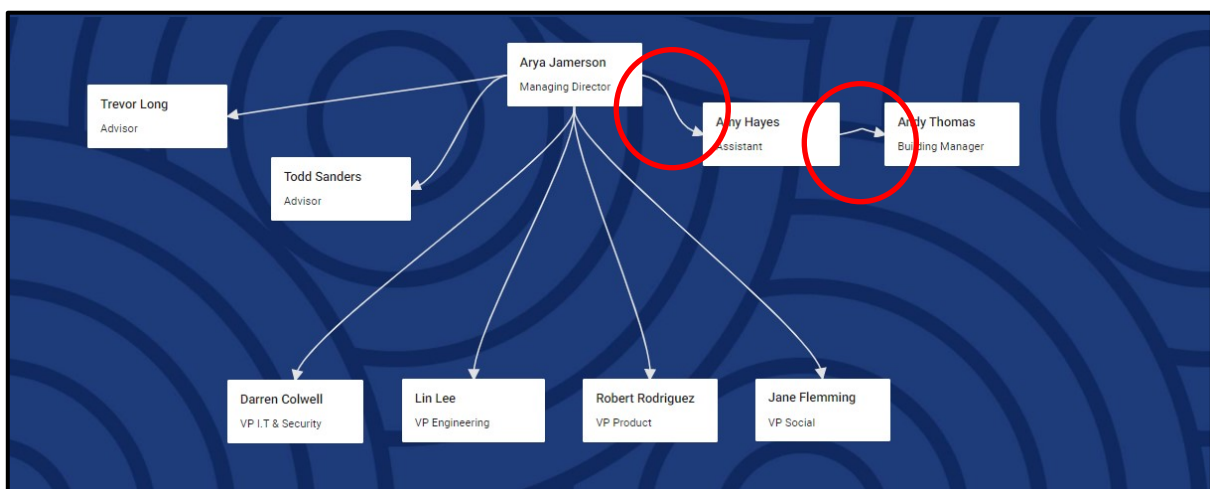


Figure 4

The screen just like Figure 4 will appear after the canvas Padlet is made. Start posting the information by writing text, uploading pictures, documents, files etc. from your computer, attaching links and clicking a snap. There are also other options available to post on Padlet; they are as shown in Figure 5. Click outside the post-it or 'Enter' key on your keyboard to save the post.

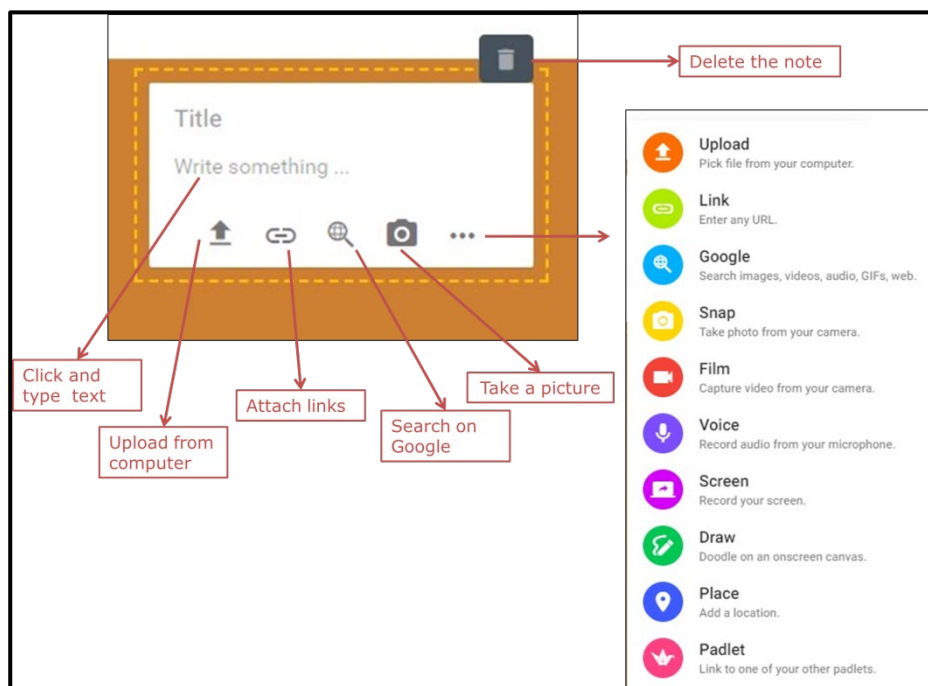



Figure 5

To edit the post, go to the post and options to edit and delete will appear at the top of the post (as shown in Figure 6). To connect the posts, follow the steps below:

- Click on 
- A drop box will appear as shown in Figure 6
- Click on 
- Go to the post you want to show connectivity
- Click on 

- An arrow will appear to show the connectivity, as highlighted (using circles) in Figure 4

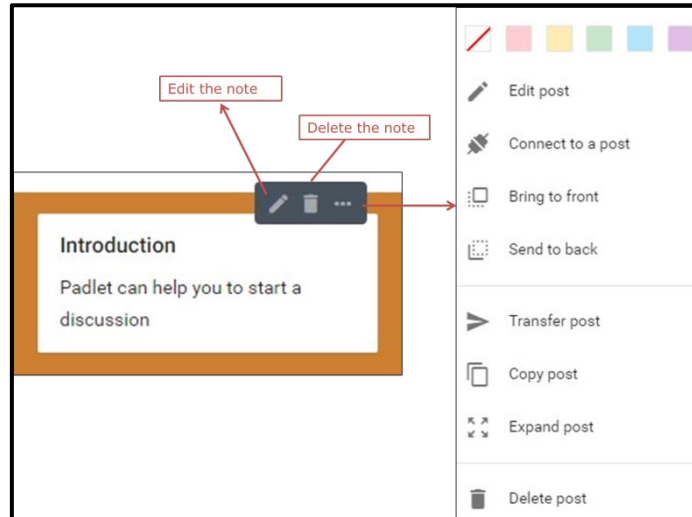


Figure 6

To change the colour of the post, copy the post or expand the post click on the three dots available in the same bar (shown in Figure 6)