

## Manual - Demonstration of a Sample Padlet using Wall Template

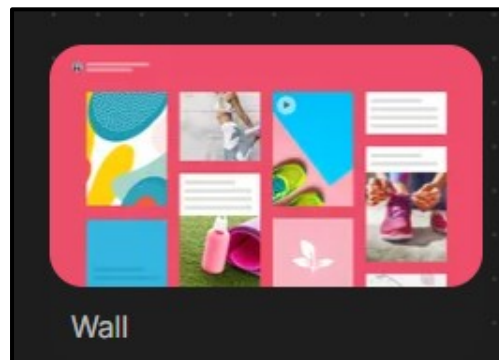



Figure 1

Figure 1 shows a preview of 'Wall' template of Padlet. It allows you to have the post/content in a brick-like layout. It is a simple template which can be used for sharing notices and other information. It can play the role of a virtual notice board.

### ➤ Make a Padlet



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

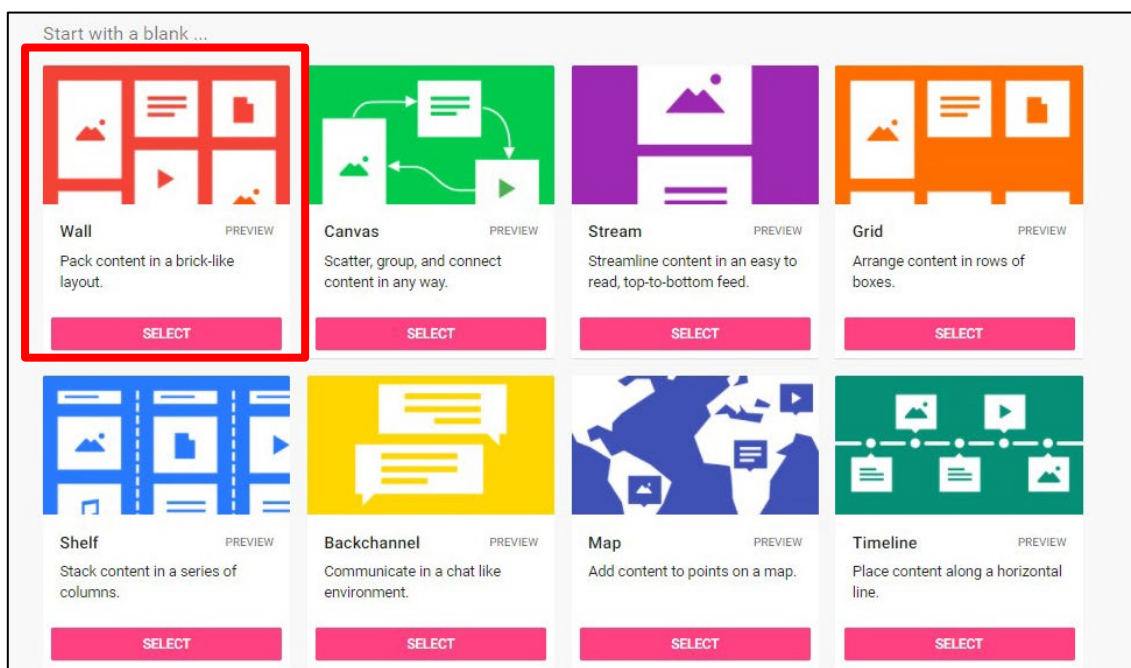
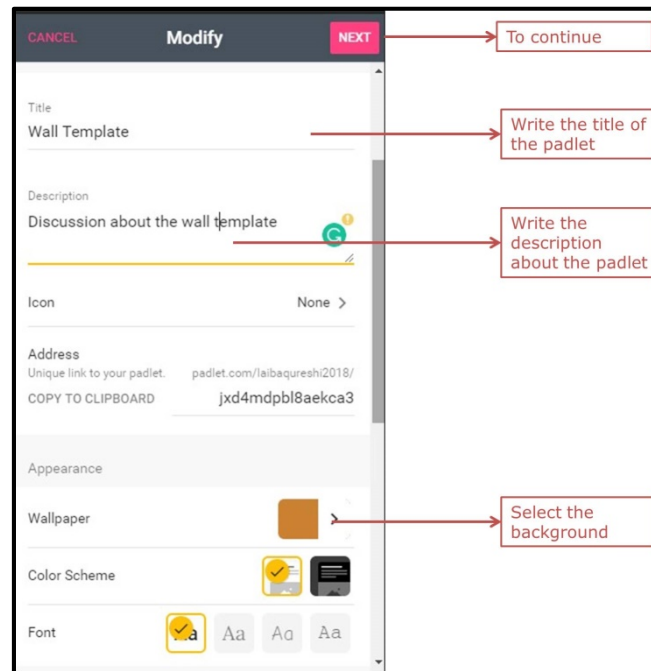


Figure 2

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.

Click on  to start the padlet.

### ➤ Post on Padlet

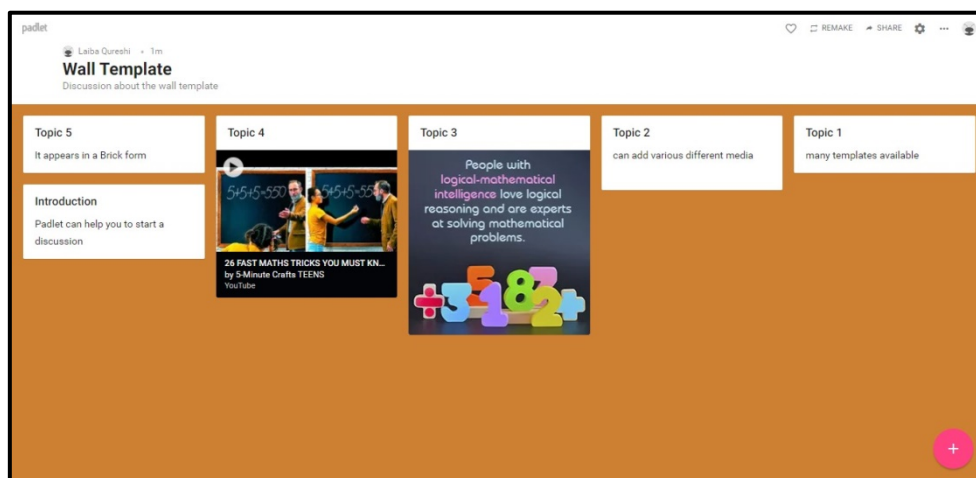


Figure 2

The screen just like Figure 4 will appear after the wall 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.

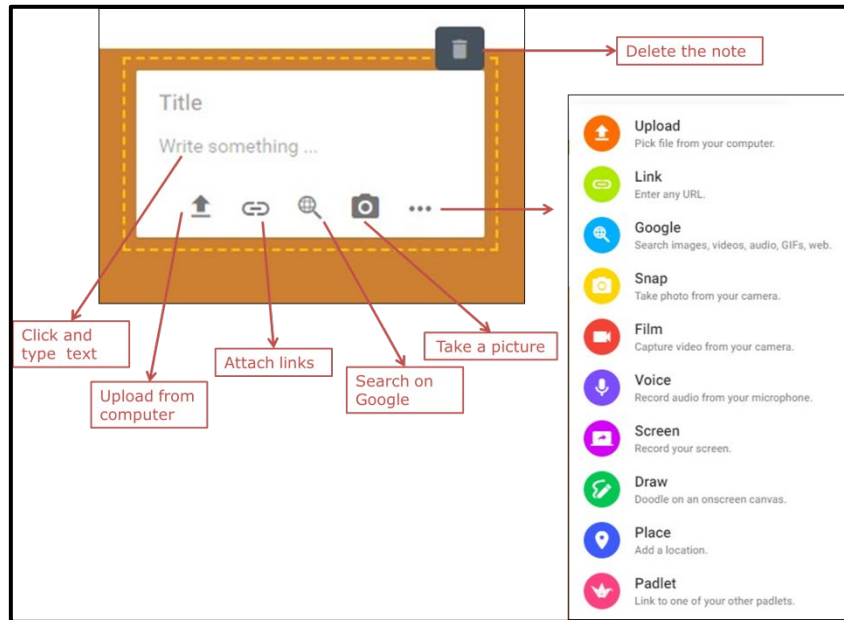


Figure 3

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 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)

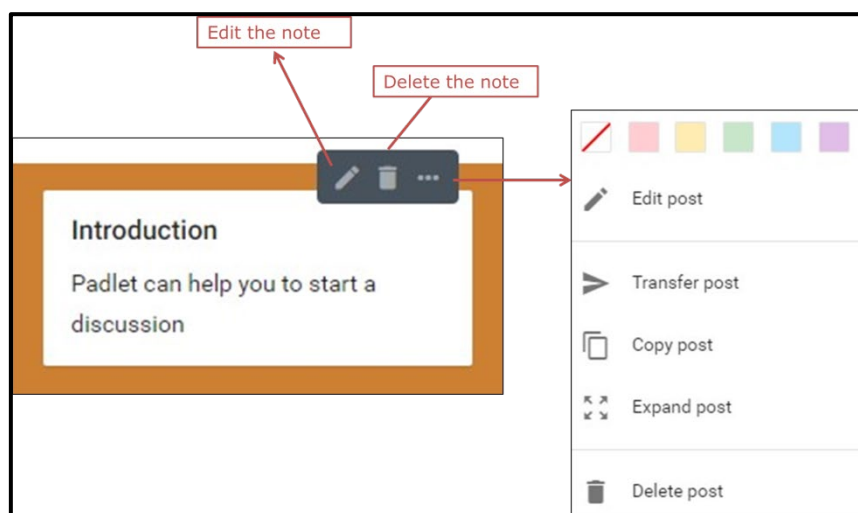


Figure 4