

## Manual - Map Template of a Padlet

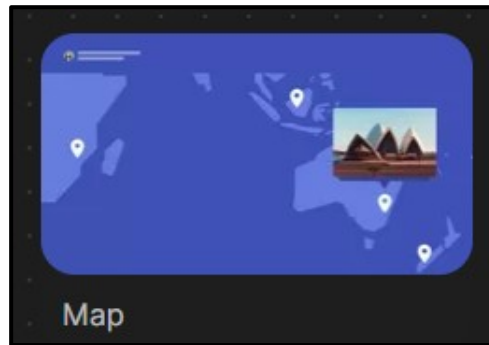



Figure 1

Figure 1 shows a preview of 'Map' template of Padlet. This template allows you to post messages on map. This template is location oriented as you can mark points on a map.

### ➤ Make a Padlet



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

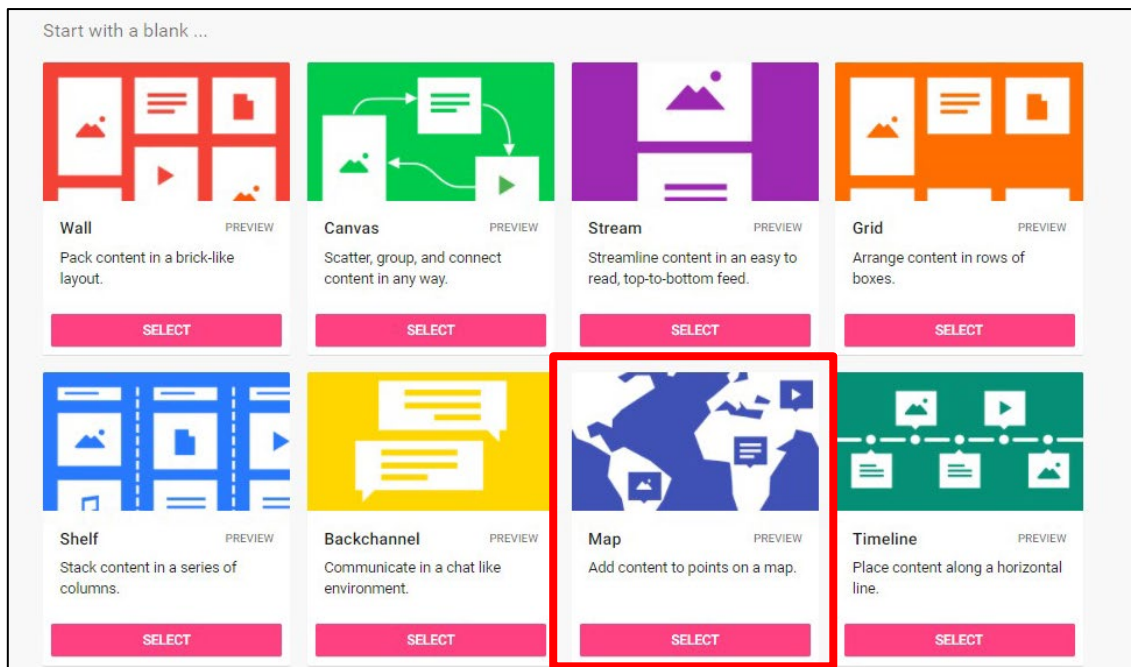
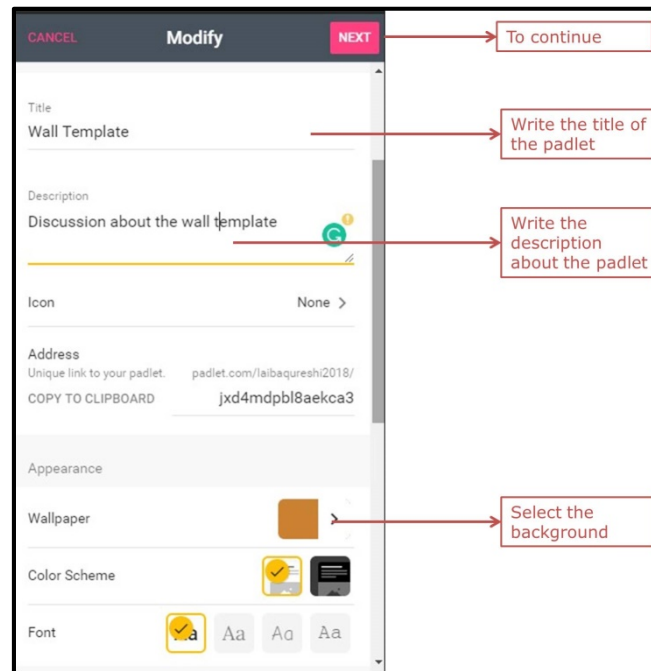


Figure 2

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

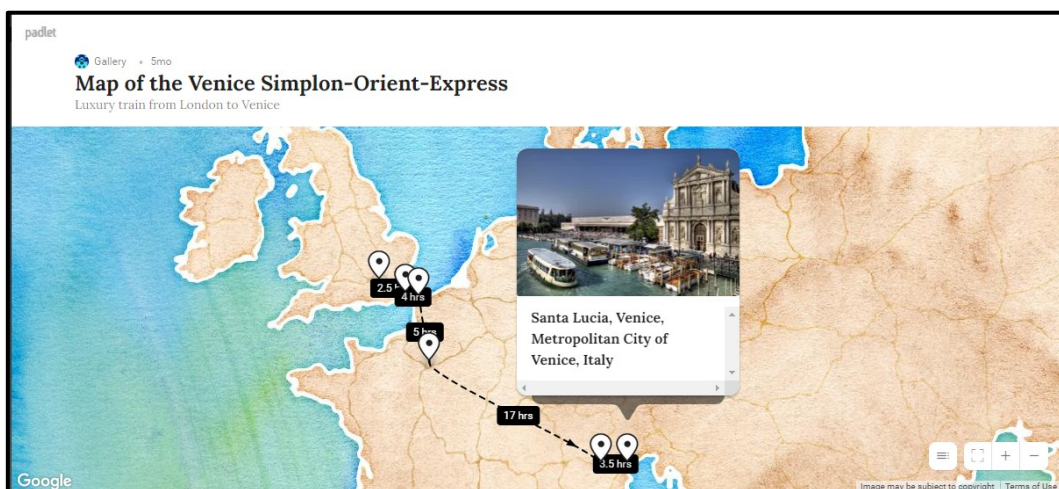

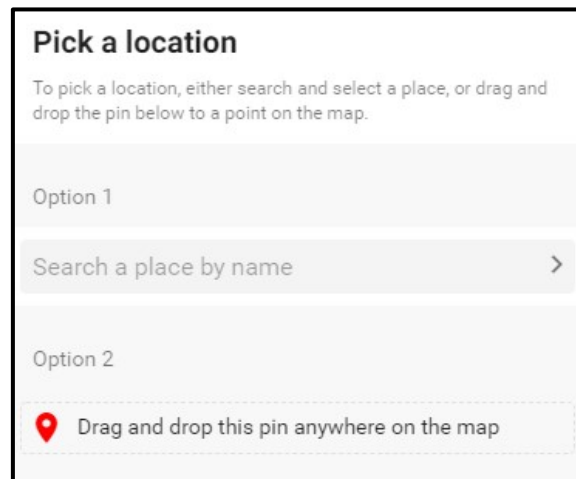


Figure 4


The screen just like Figure 4 will appear after the map padlet is made. To start posting, follow the step below



- Click on  at the top right corner of the screen
- Add location of the place in space given (shown in Figure 5) by typing it manually or dragging the pin and dropping the pin on the location.



**Figure 5**

- Add more 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 6.
- Click outside the post-it or 'Enter' key on your keyboard to save the post.
- Click on  to read the information while viewing the points

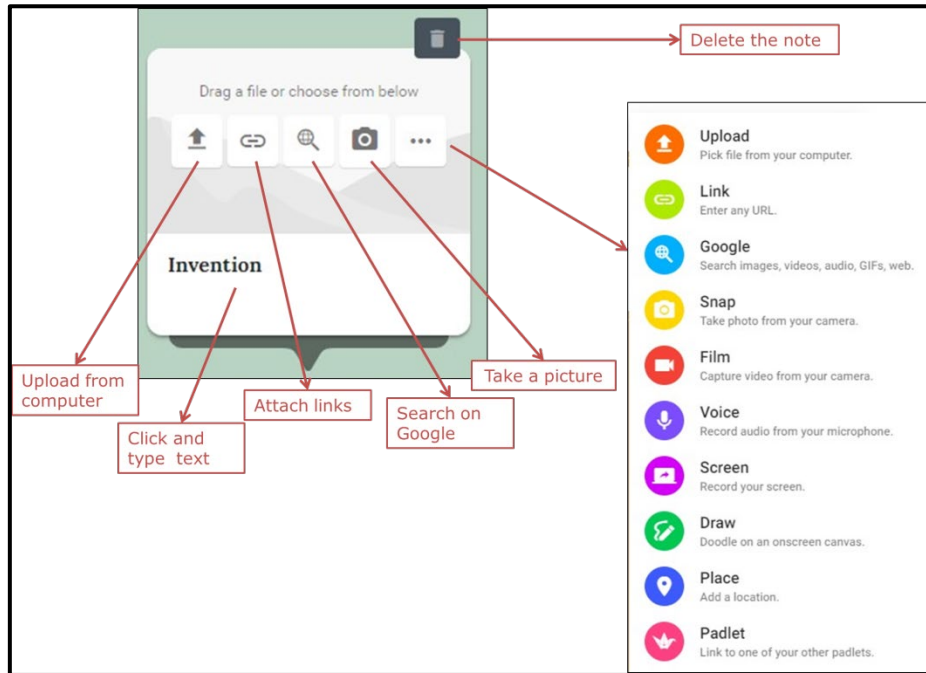


Figure 6

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 7). 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 7).

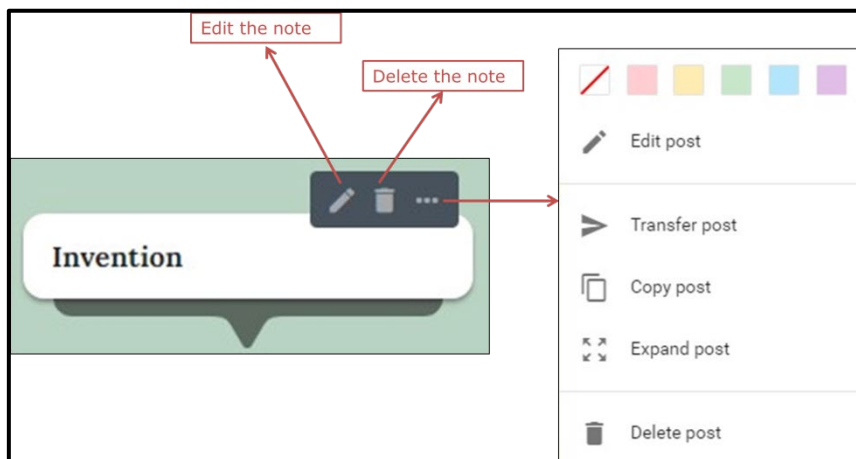


Figure 7