


## Manual - Posting in a Padlet

To post on a Padlet, double click anywhere on the wall (screen) or click on  down in the right corner of the wall.

A post will appear as shown in the Figure 1.

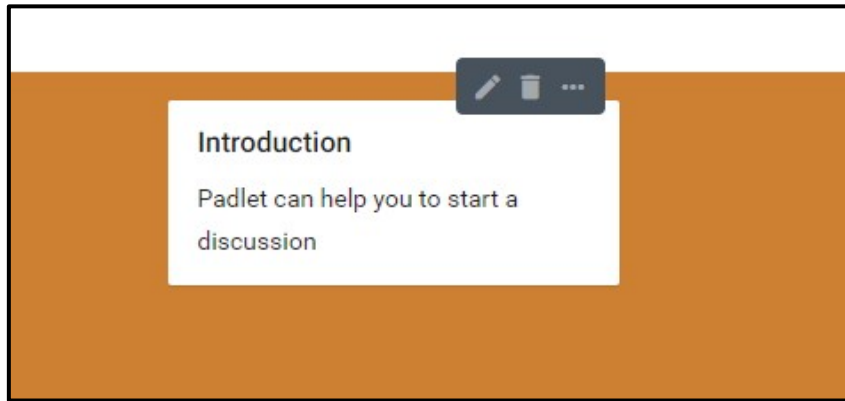


Figure 1

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 2. Click outside the post-it or 'Enter' key on your keyboard to save the post.

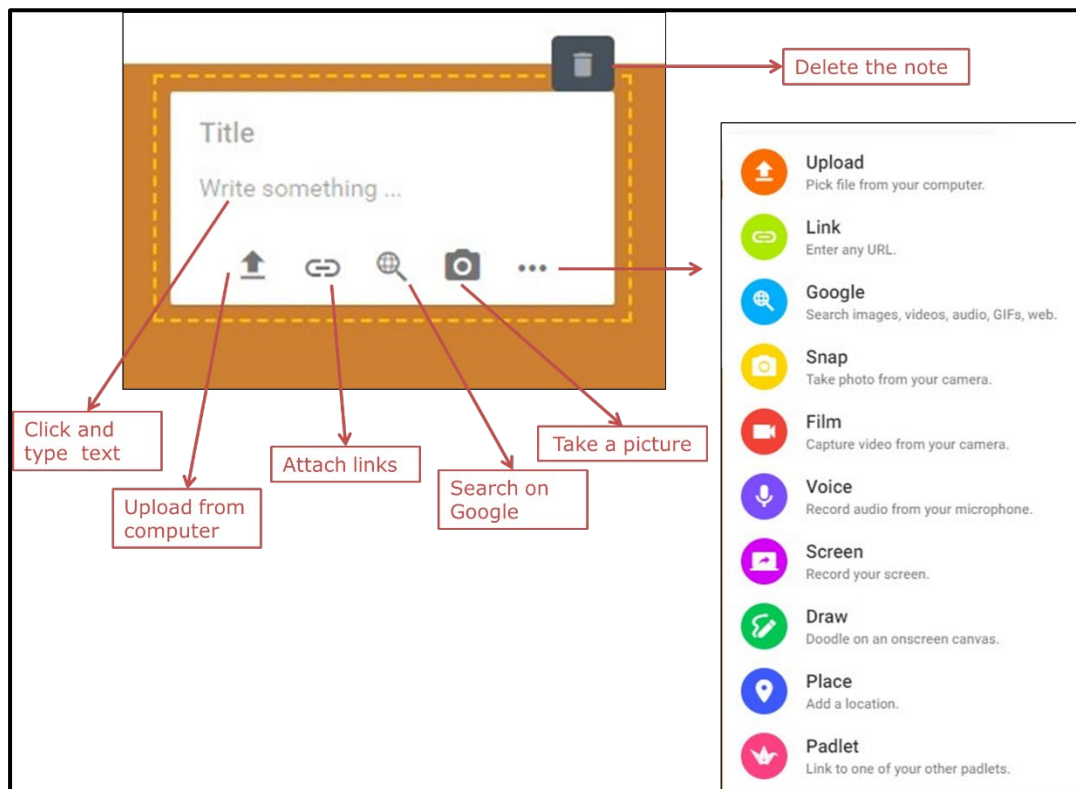
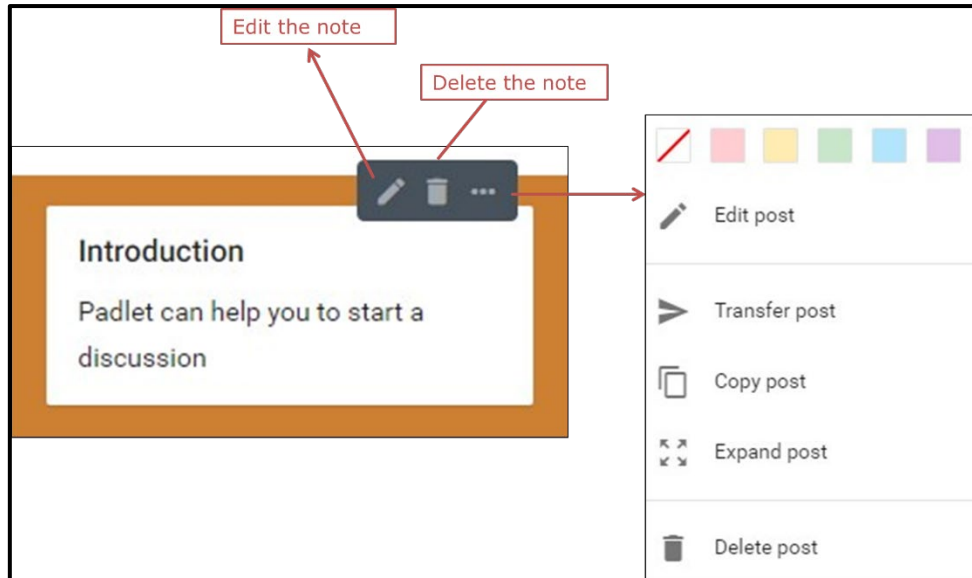


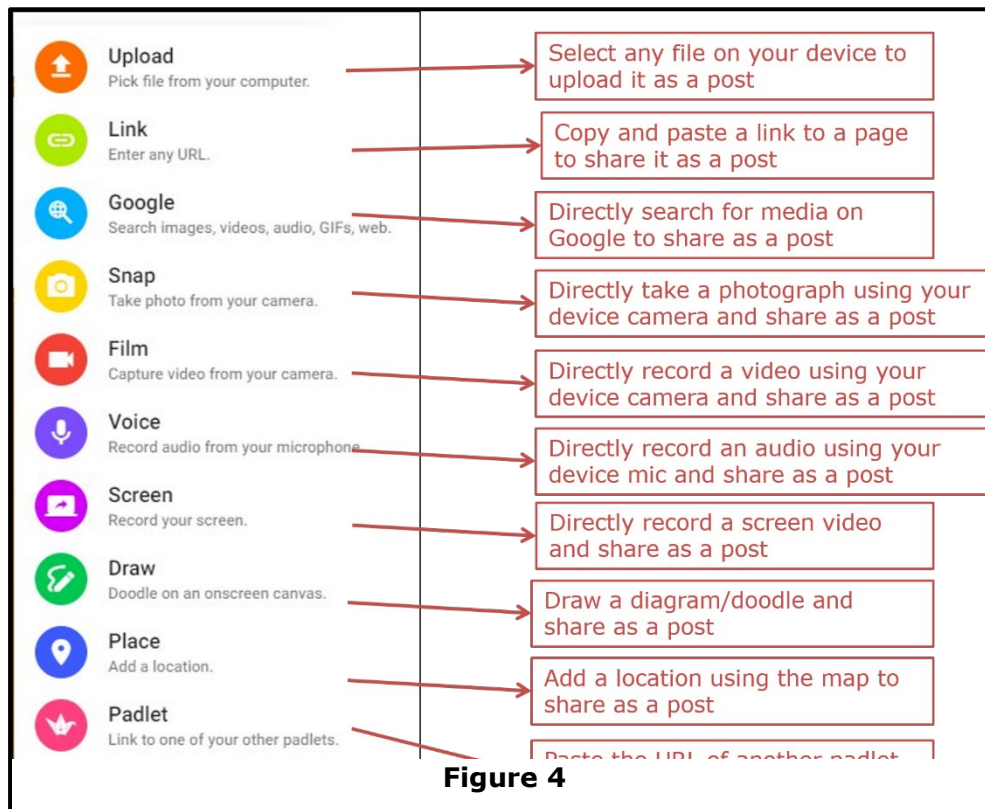
Figure 2

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 3). 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 3)



**Figure 3**

There are various options available to post on Padlet. Figure 4 explains the different types of content that can be shared in a Padlet post.



**Figure 4**