

Manual - Shelf Template of a Padlet

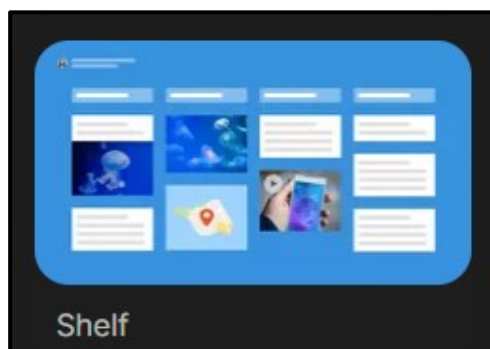
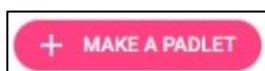


Figure 1

Figure 1 shows a preview of 'Shelf' template of Padlet. This template allows you to post messages in a sequence in a way of column.

➤ Make a Padlet



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

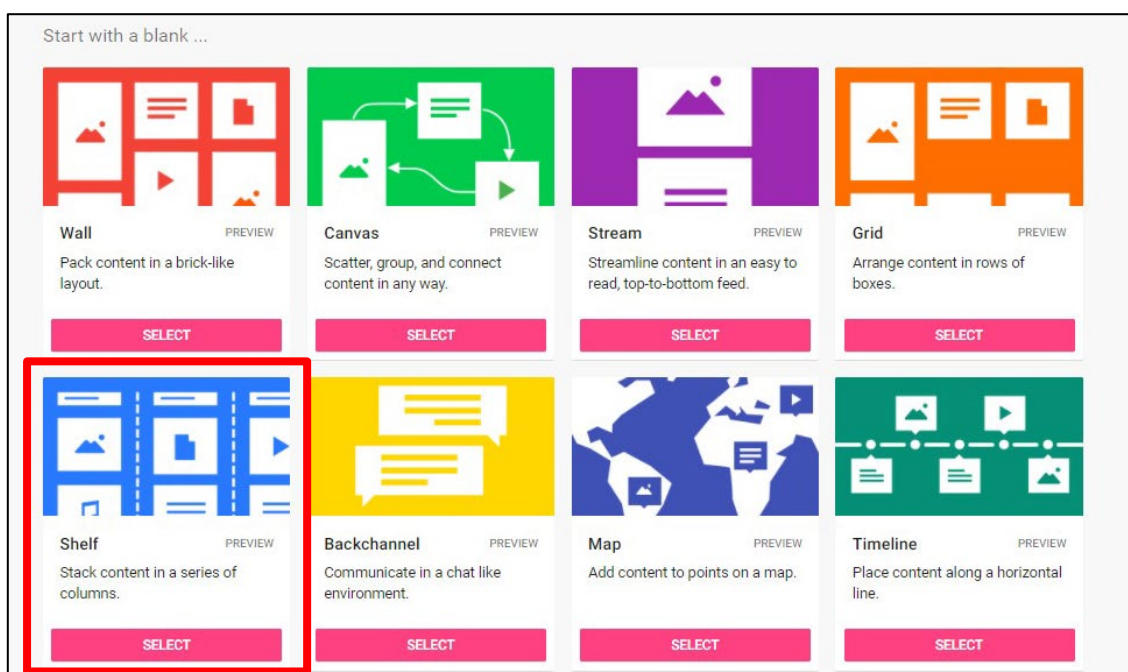


Figure 2

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

The image shows the 'Modify' screen of the Padlet app. It has a dark header with 'CANCEL' on the left, 'Modify' in the center, and 'NEXT' on the right. The main content area has several sections: 'Title' with the text 'Wall Template'; 'Description' with the text 'Discussion about the wall template'; 'Icon' with a 'None' button; 'Address' with a unique link 'padlet.com/taibaqureshi2018/jxd4mdpbl8aekca3' and a 'COPY TO CLIPBOARD' button; 'Appearance' section with 'Wallpaper' (a brown square), 'Color Scheme' (two icons), and 'Font' (three icons). On the right side, there are four red callout boxes with arrows pointing to specific elements: 'To continue' points to the 'NEXT' button; 'Write the title of the padlet' points to the 'Title' field; 'Write the description about the padlet' points to the 'Description' field; and 'Select the background' points to the 'Wallpaper' selection area.

right corner to continue.

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

➤ Post on Padlet

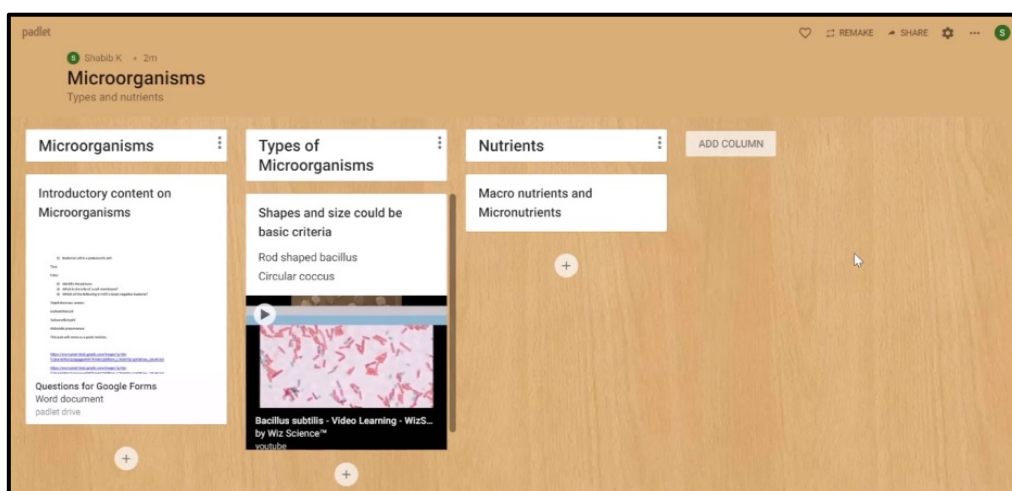


Figure 4

The screen just like Figure 4 will appear after the stream 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. To add a new column click on

ADD COLUMN

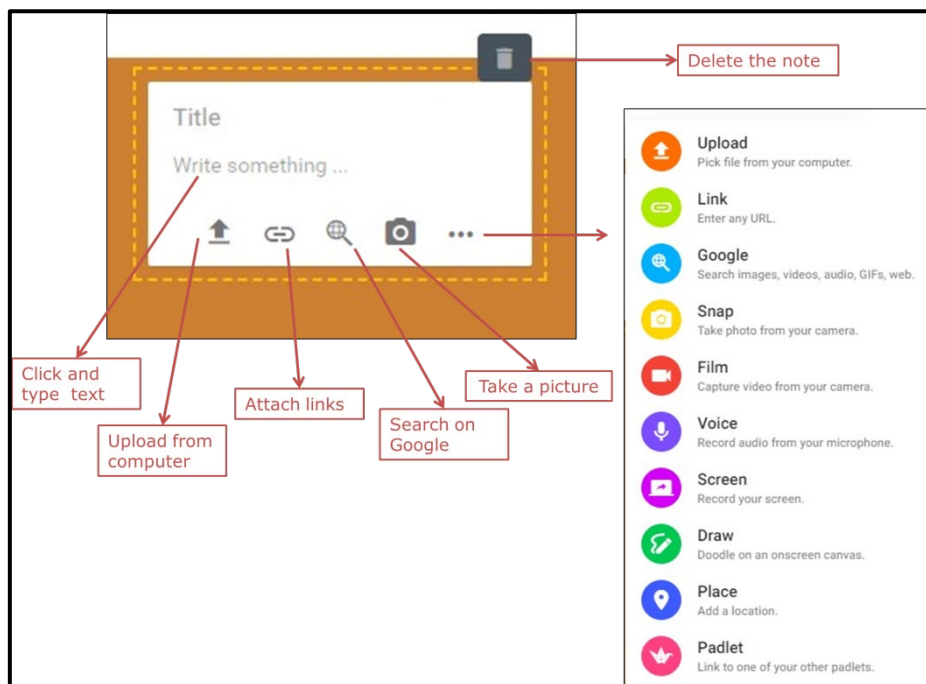


Figure 5

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 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)

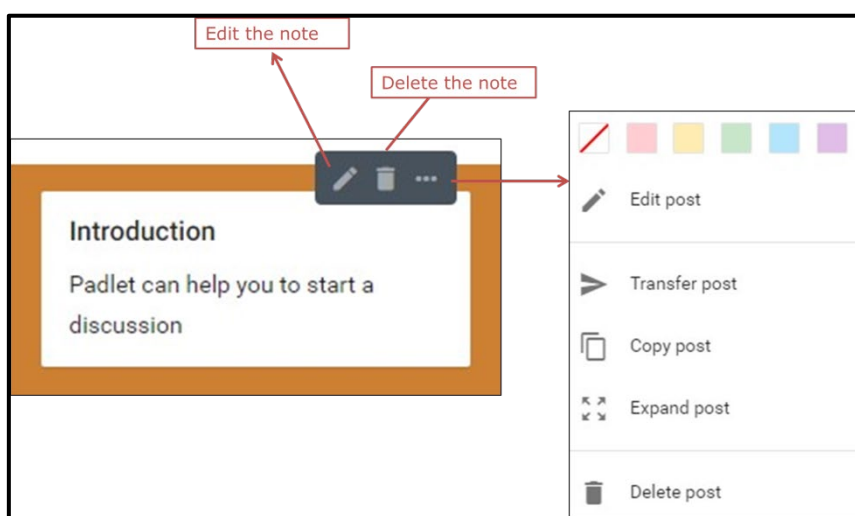


Figure 6