

Attaching content

Once you have created a Map Pins layer in **My Data**, you can add and edit extra information. The following instructions will give you a step-by-step guide on how to edit your Map Pins so that you can add the following content:

- Photos and videos
- Extra information such as a description, email address or URL
- Additional documents such as spreadsheets, PDFs and so on.

Before you begin

Before you start adding information to your Map Pins, make sure that you have your data set up in a saved project. If you need assistance getting the data into SKiN please refer to the following sections:

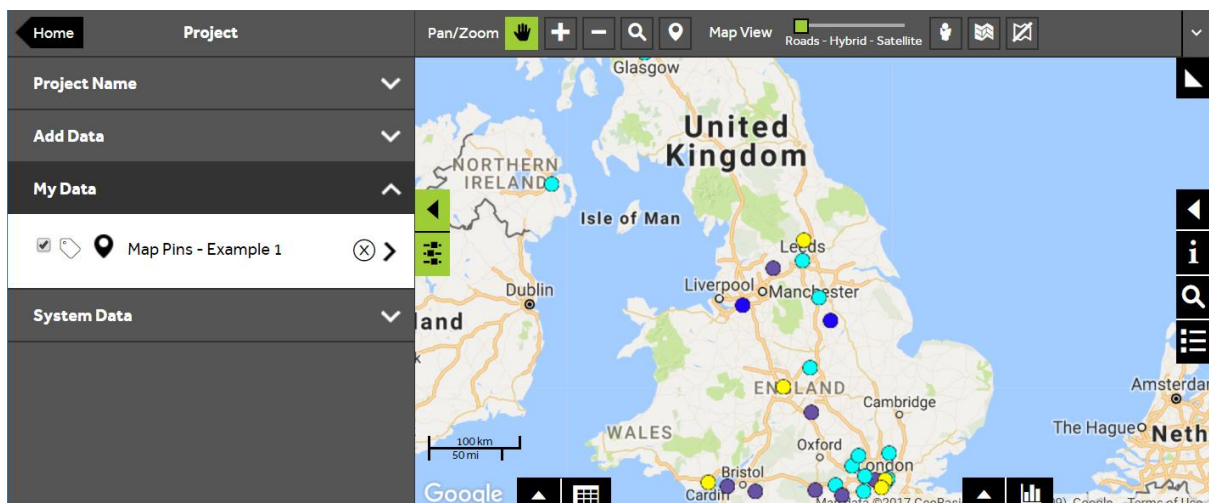
- Map Pins Steps – Create Project
- Map Pins Steps – Import Data



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Open an existing layer

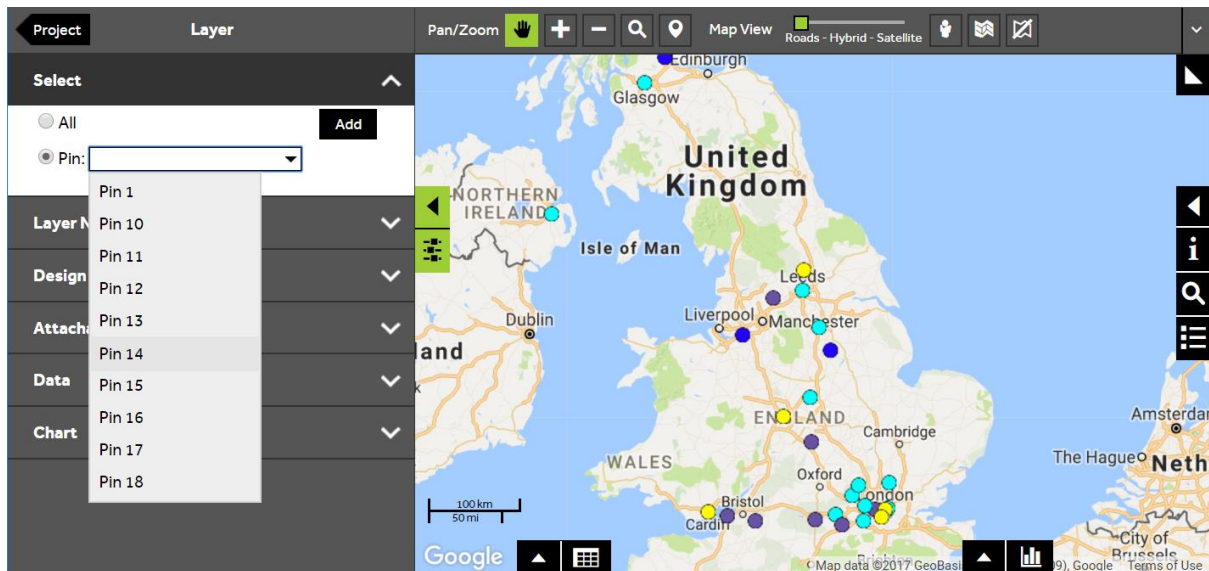
- To add content to your layer, **Open an existing project** and then select **My Data**, before clicking on the layer you wish to edit.



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Select a single Map Pin

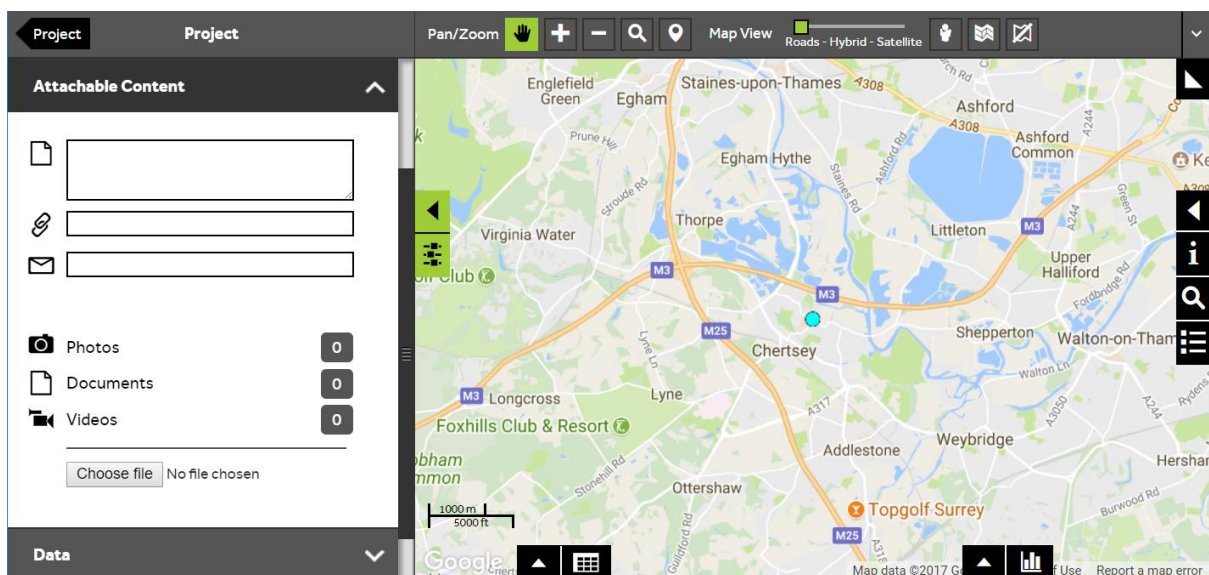
- Within the layer editor panel click under **Select**, choose the **Pin** option and from the drop down menu select the Map Pin you wish to add content to.



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Choose the content

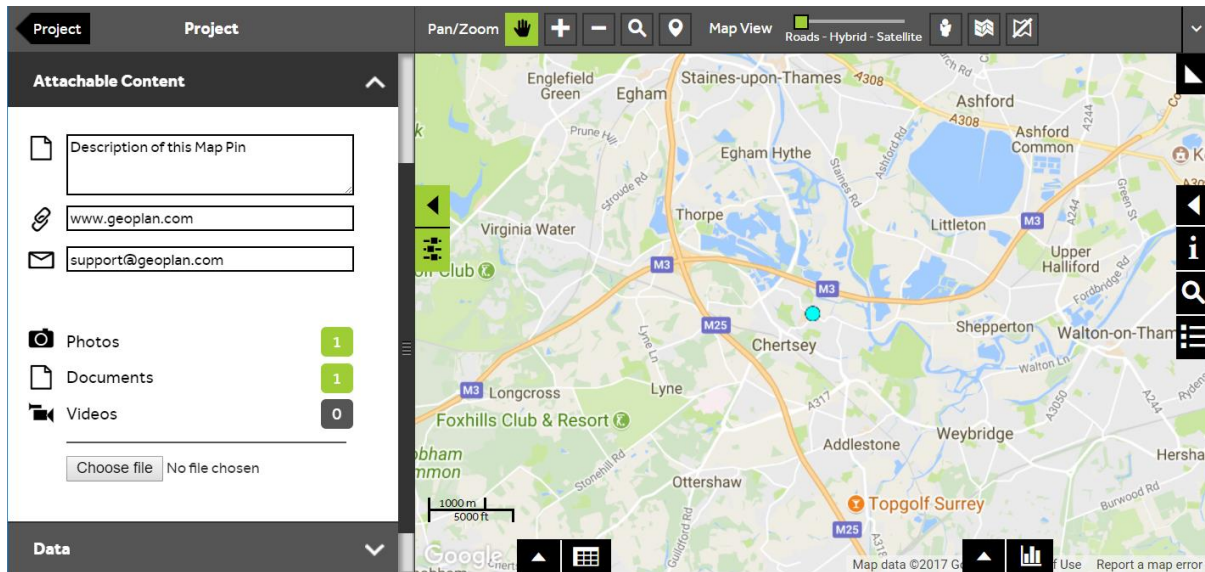
- Once you have selected the Map Pin to add the content to, expand the **Attachable Content** panel. From here you can choose which type of content to add.



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Add the content to the Map Pin

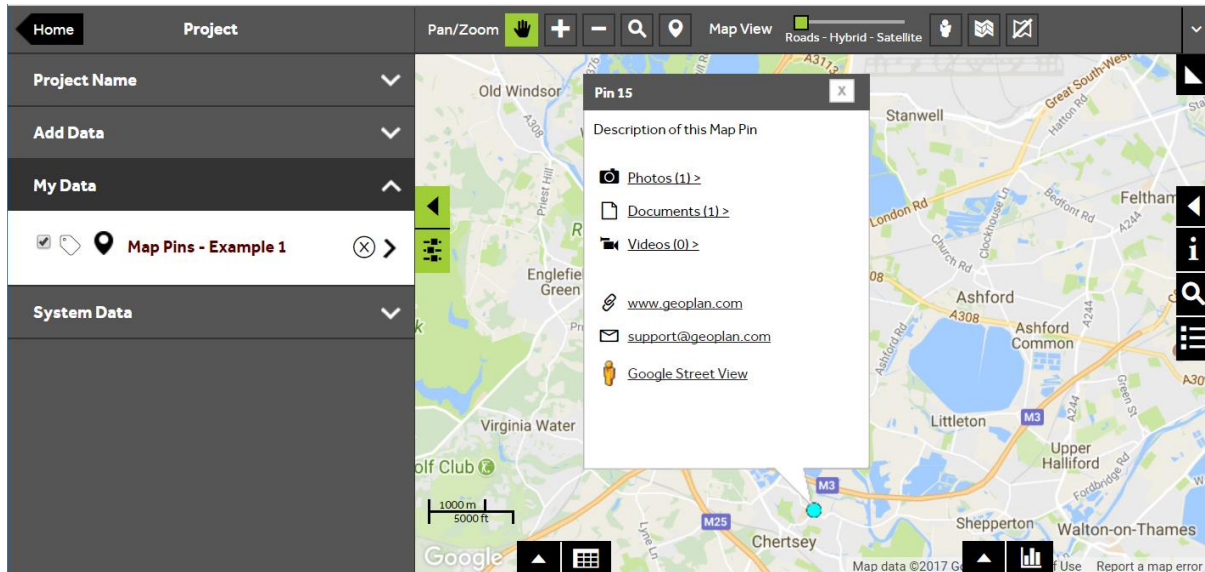
- To add text descriptions, webpage addresses or email addresses, type in the appropriate box. To add images, videos or documents, click on the **Choose file** button and navigate to the appropriate file(s).



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Bring up the content on the map

- Once the content has been attached to the Map Pin, press the **Project** arrow in the top left corner to return to the Project panel, and then navigate on the map using the pan button to the Map Pin, and click on it. A content bubble will be displayed with the information you have added. Click on the links within the bubble to display the information in further detail.



What do you want to do next?

You may wish to use the info tool to find out further information about a Map Pin, or you may wish to add new information to your Map Pin, by calculating a new column. Please refer to the following sections for further assistance:

- Refer to: **Map Pins Steps – Info**
- Refer to: **Map Pins Steps – Calculate New Column**
- Contact: **Geoplan Support**