

## Manually adding a Map Pins layer to the map

You can manually create a Map Pin layer by clicking on the map to place pins in the desired location. Once you have Map Pins added you can save them as a layer to your project and use the **Map Pins Panel** to control the appearance of the layer. The following instructions will give you a step-by-step guide on how to add Map Pins onto your map and how to display them as points on a map.

### Before you begin

Before you start using SKiN to manually add points to a map, make sure that you have set up a project. If you need assistance please refer to the following section:

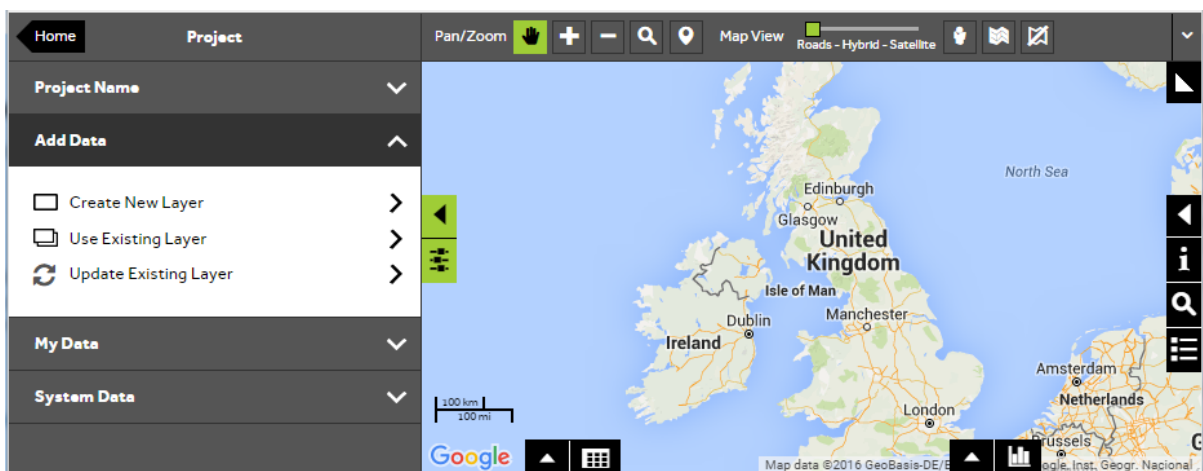
- Map Pins Steps - Create Project



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### Create a new Map Pin layer

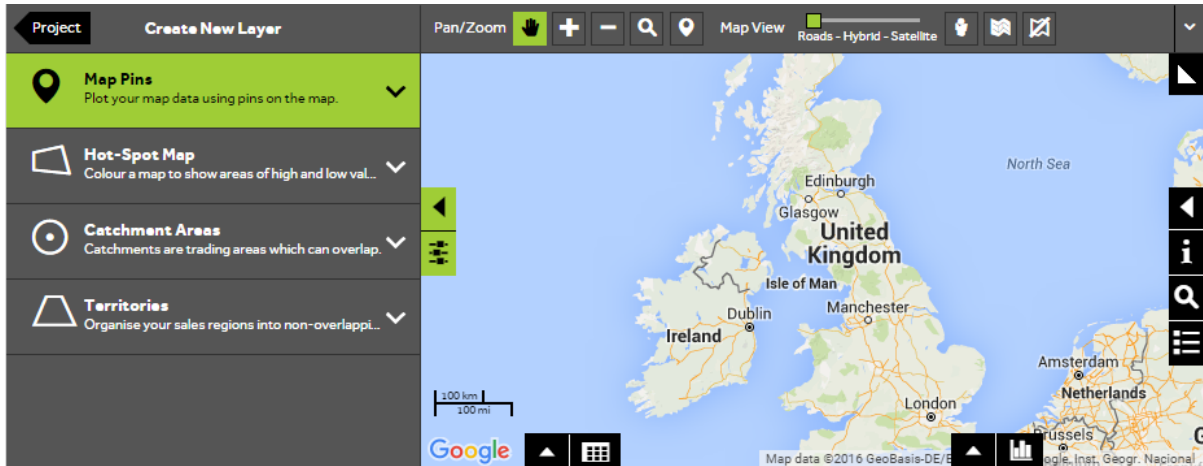
- To add your own data, **Open or Create a new project** and then choose **Add Data, Create New Layer**.



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## Choose which type of layer to create

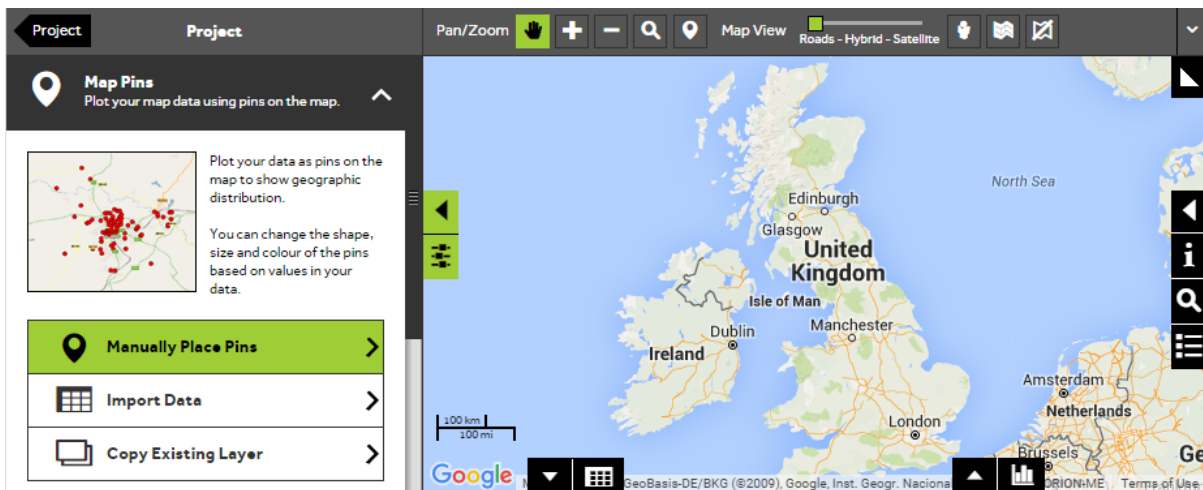
- Select **Map Pins** to add each of the rows in your data as points on the map.



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## Manually place pins onto your map

- Choose **Manually Place Pins** to add Map Pins one at a time to your map.

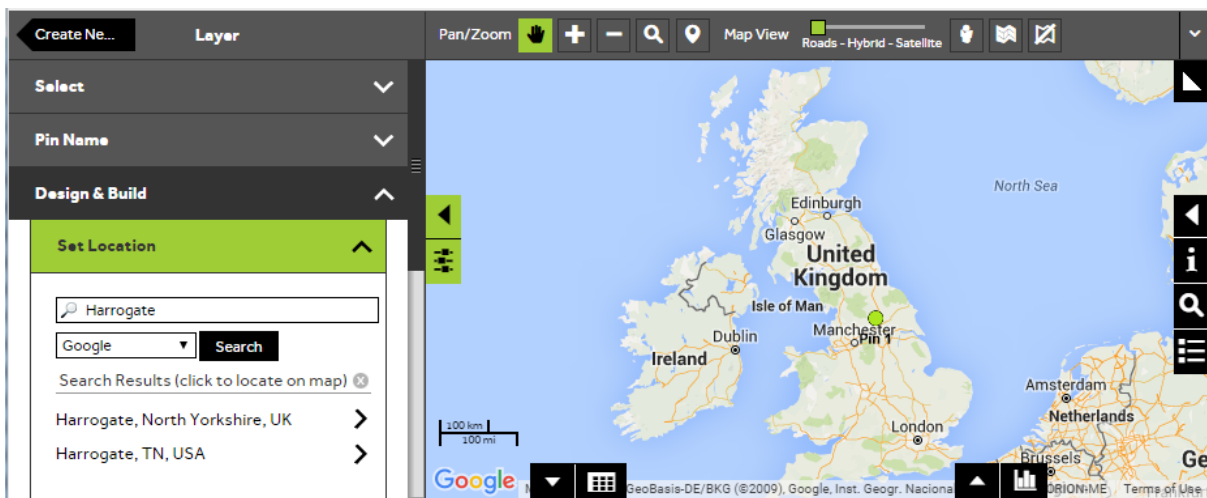


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## Add a new Map Pin

- To add a new Map Pin, navigate to **Design and Build** and then **Set Location**. From the drop down choose **Google** and then type in the location you want to add your pin to. Click **Search** and select the relevant search results to update your pin location.

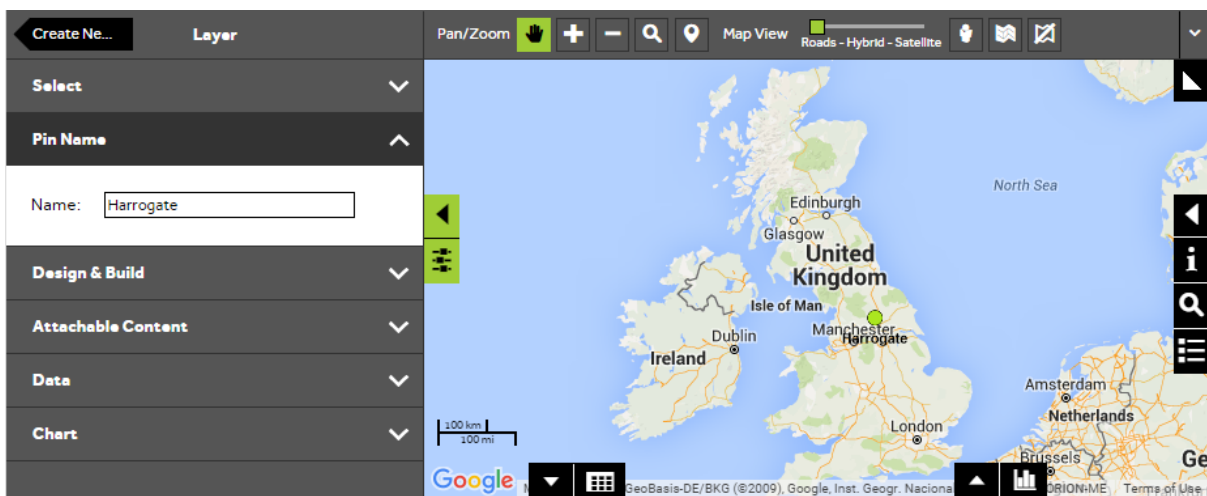
TIP: You can also choose to set the Map Pin location manually by clicking on the map, or set the location using a layer within SKiN using the other dropdown options available and searching in the same way.



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## Name your Map Pin

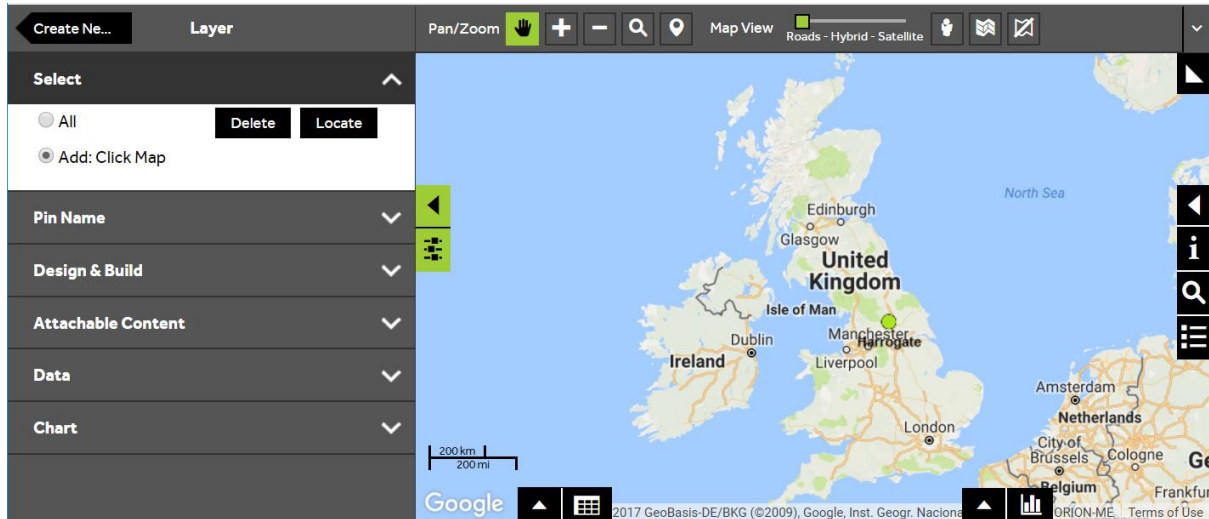
- Under the **Pin Name** dropdown, type a name for your new Map Pin in the text box.



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## Add further Map Pins

- Once you are happy with your first Map Pin, you can add additional Map Pins by opening the **Select** section, selecting **All** and clicking **Add**. Use the appropriate set location method to add a new Map Pin to the map.



## What do you want to do next?

Once you have added your Map Pins to the map you may wish to change the style or the type of information the Map Pin is displaying. Please refer to items below for more information:

- Watch a video on: **Attach content to locations (e.g. photos or documents).**
- Refer to: **Map Pins Steps - Style Layer – Size**
- Refer to: **Map Pins Steps - Style Layer – Colour – Data Based Styling**
- Contact: **Geoplan Support**