

## Changing the name of a Map Pin

Once you have Map Pins added as a layer to your project you can use the **Map Pins Panel** to control the appearance of the layer, as well as the data associated with it. The following instructions will give you a step by step guide on how to change the name of a Map Pin in your layer.

### Before you begin

Before you start editing 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:

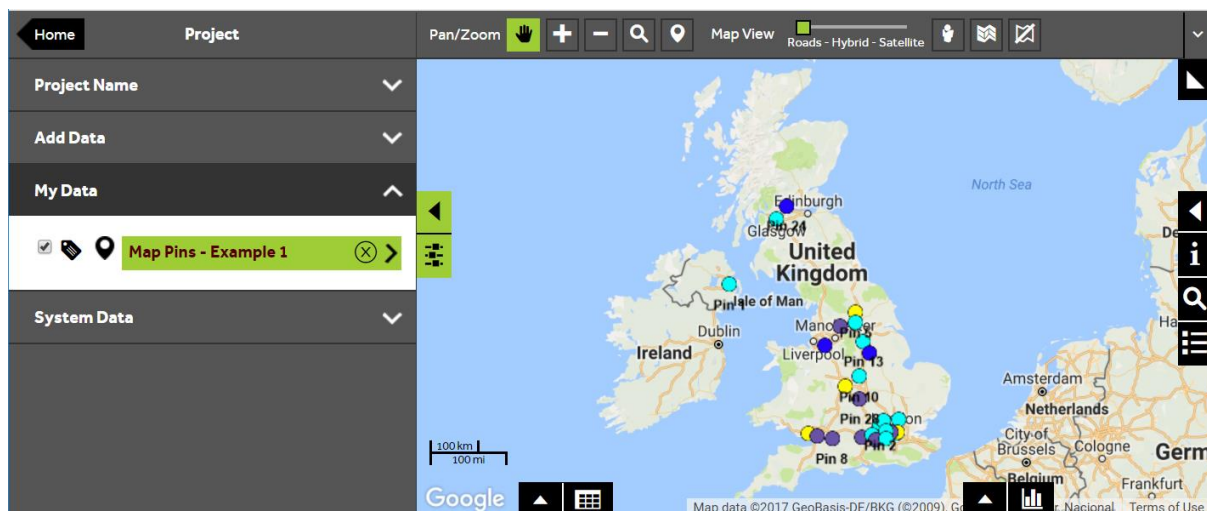
- Map Pins Steps - Create Project
- Map Pins Steps – Import Data



1 of 4

### Edit a Map Pins layer

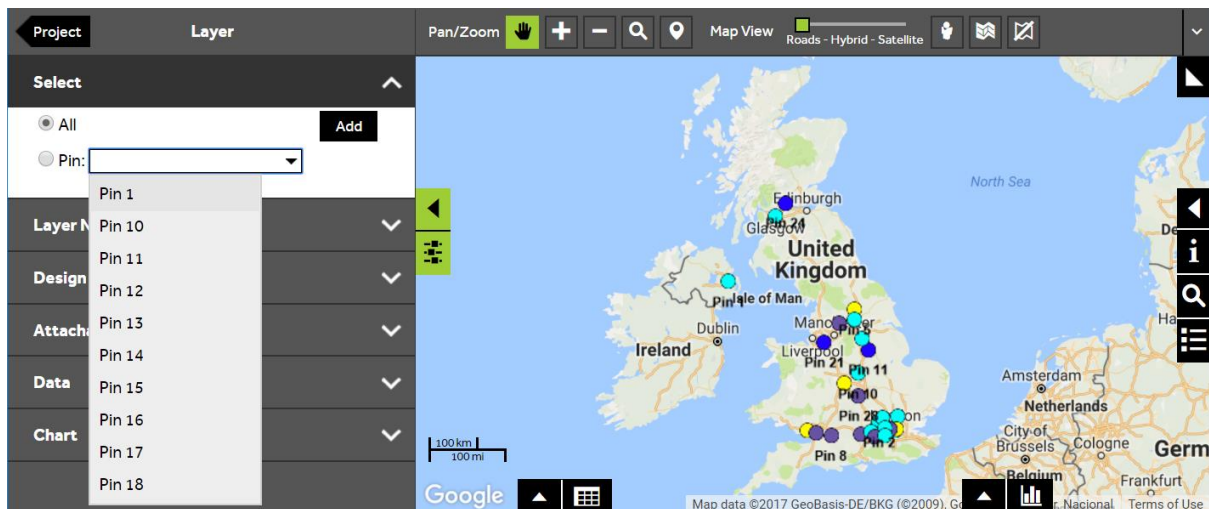
- To change your own data, **Open an existing project** and then select **My Data**.
- So that you will be able to see the change in your Map Pin name on the map, it is a good idea to make sure that the labels are switched on for your layer. To switch on the labels click on the **label icon** next to your layer name so that the icon is shaded black. To open the layer click on the layer name.



2 of 4

## Select Map Pin to update

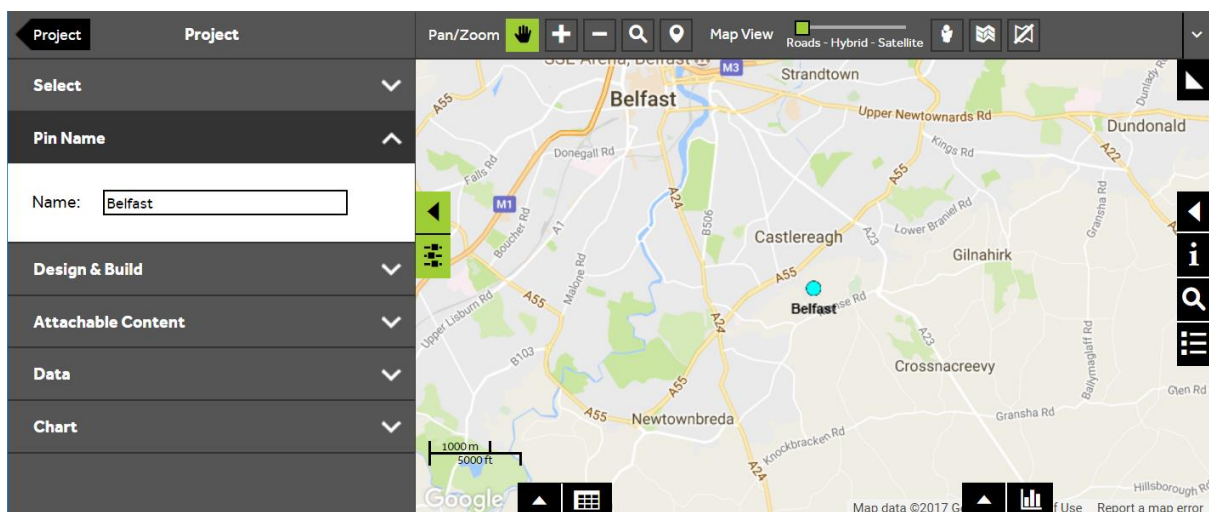
- To change the name (or unique identifier) of a Map Pin, you need to firstly select the Map Pin. To select your Map Pin, open the **Select** section and click on the button next to **Pin**, then start to type in the name of your Map Pin into the text box, you will see a dropdown list of Map Pin names. When you can see your Map Pin, click on it to select it.



3 of 4

## Change the Map Pin name

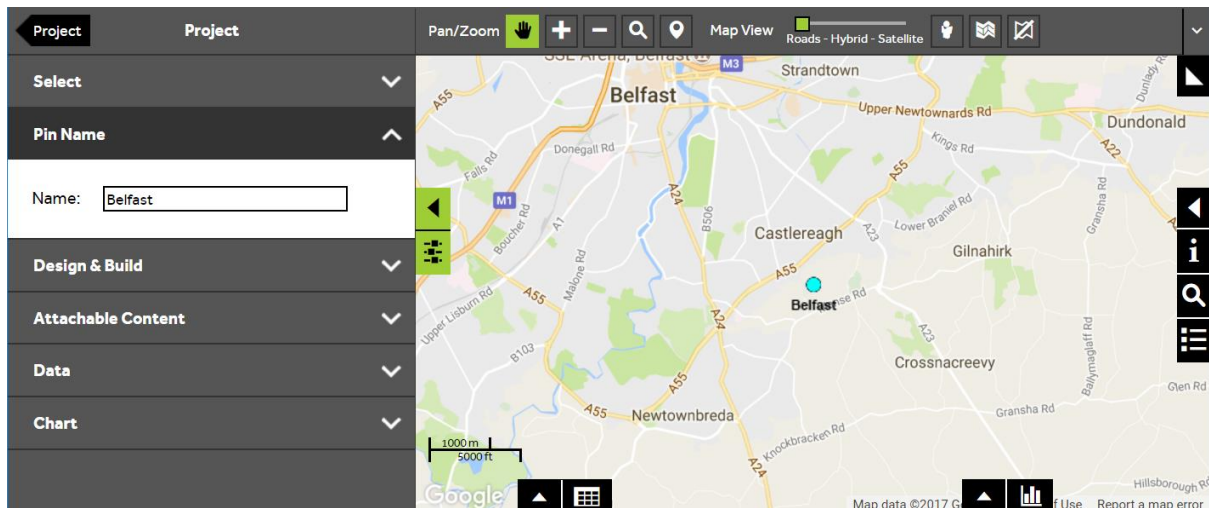
- To change the Map Pin name, open the **Pin Name** section and type a new name in the text box. The map will automatically update to reflect the change.



4 of 4

## Save your project

- To save the change made to your layer, click on the **Save** button. This will save the changes to the layer and any other changes made to the project.



## What do you want to do next?

You may wish to change the colour of a Map Pin or you may wish to attach content such as photos, documents or videos to a Map Pin. Please refer to the following sections for further assistance:

- Refer to: **Map Pin Steps – Style Layer - Colour**
- Refer to: **Map Pin Steps – Attach Content**
- Contact: **Geoplan Support**