

Attaching content

Once you have created a Territories 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 Territories 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

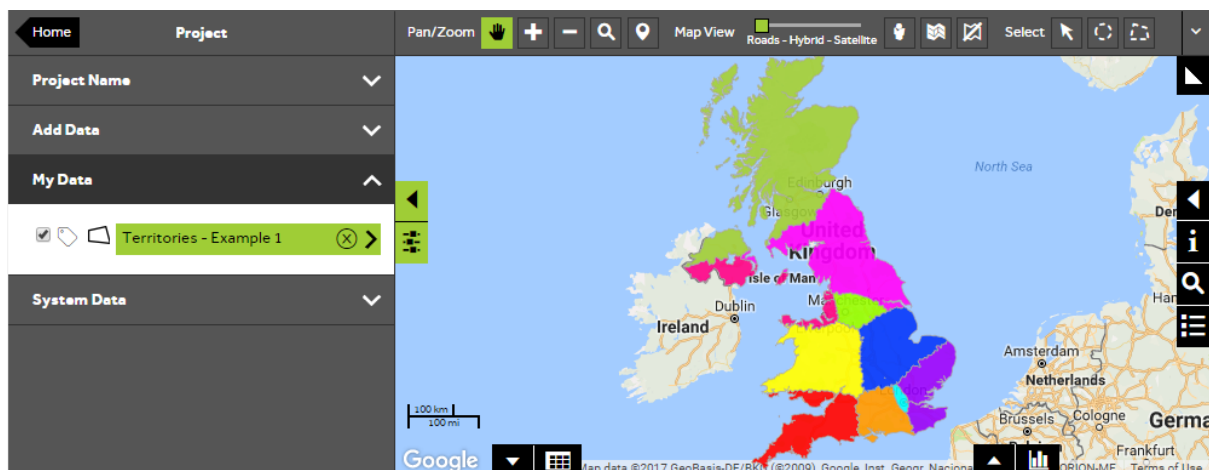
Before you start adding information to your Territories, make sure that you have your data set up in a saved project. If you need assistance getting the data into SKiN please refer to the following sections:

- Territories Steps – Create Project
- Territories Steps – Import Data



1 of 5 Open an existing layer

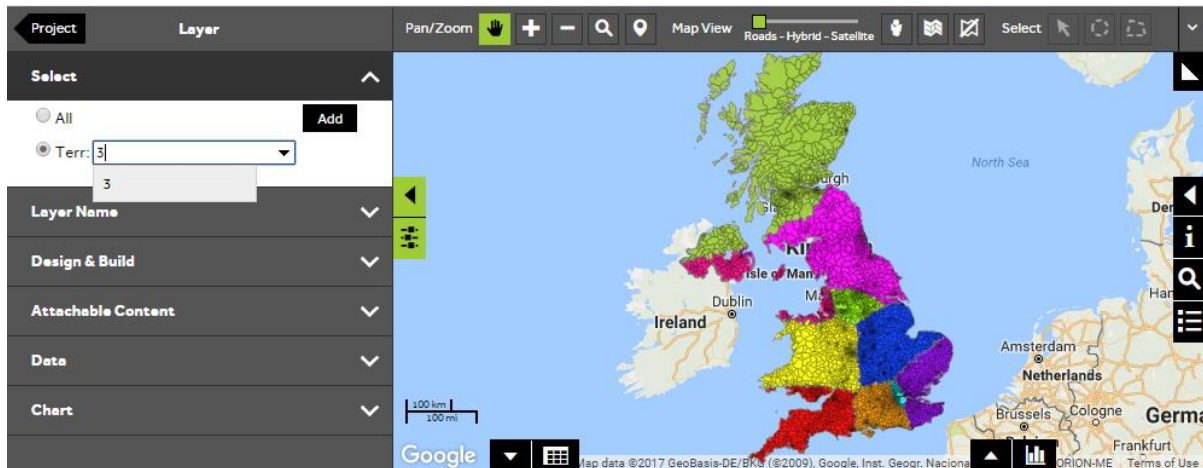
- To add content to your layer, **Open an existing project** and then select **My Data**, before clicking on the layer you wish to edit.



2 of 5

Add content to a single Territory

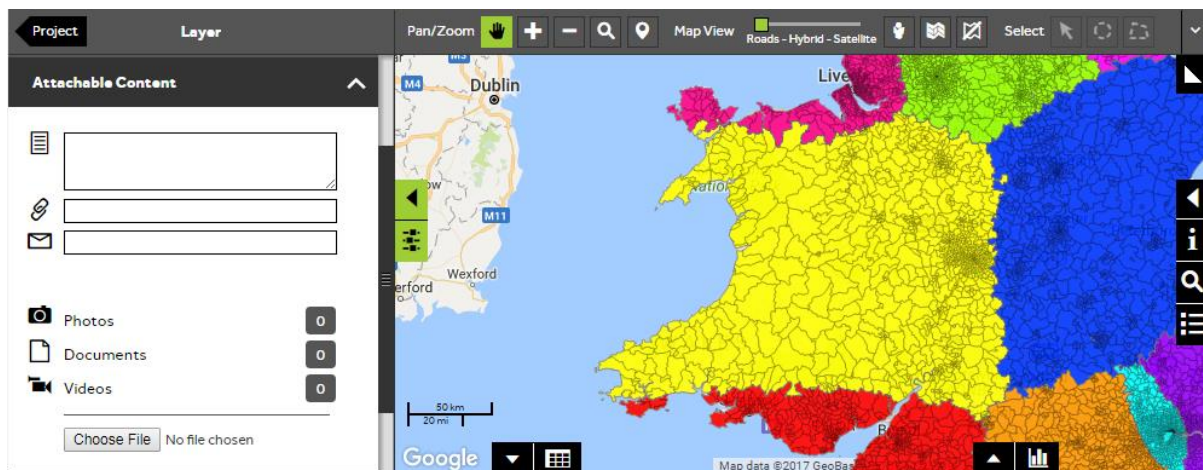
- Within the layer editor panel click under **Select**, choose the **Terr** option and from the drop down menu select the Territory you wish to add content to.



3 of 5

Choose the content

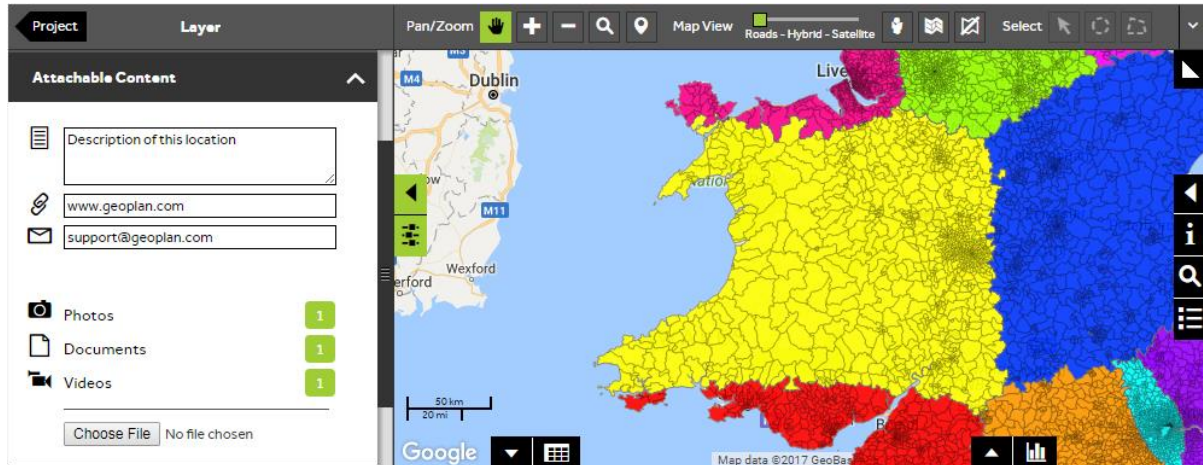
- Once you have selected the Territory to add the content to, expand the **Attachable Content** panel. From here you can choose which type of content to add.



4 of 5

Add the content to the Territory

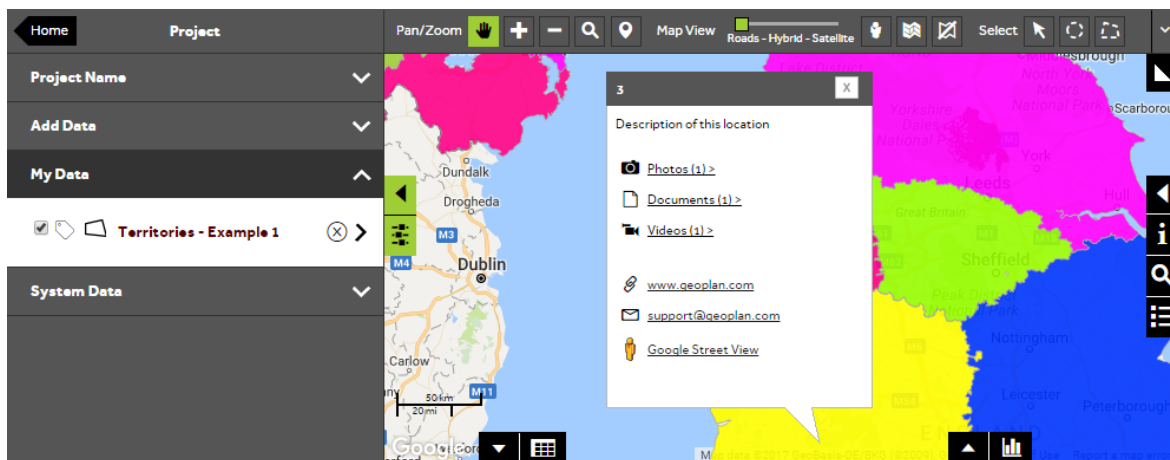
- To add text descriptions, webpage addresses or email addresses, type in the appropriate box. To add images, videos or documents, click on the **Choose file** button and navigate to the appropriate file(s).



5 of 5

Bring up the content on the map

- Once the content has been attached to the Territory, 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 Territory, 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 Territory, or you may wish to add new information to your Territories, by calculating a new column. Please refer to the following sections for further assistance:

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