

01. GET STARTED

Go to www.padlet.com and sign in (or create a free account). Once logged in, click **Make a padlet**. Choose one of the templates or click **Blank Board**.

02. CHOOSE FORMAT

You'll see several layout options (Wall, Grid, Stream, Map, Timeline, etc.). For a classic noticeboard effect, choose **Wall** - posts will arrange neatly like bricks. **Remember:** you can switch the format later without losing your posts.

03. SET IT UP

To customize your Padlet, click the **gear icon** (Settings) in the top-right corner. Start by adding a title and description so others know what your wall is about. You can also choose an icon to make it stand out. Next, personalize the look of your Padlet. Select a wallpaper, pick a light or dark color scheme, and choose the font style you prefer. You can also adjust the size of posts and decide how new posts should appear on the wall.

Finally, set how people can interact with your Padlet. You can enable or disable comments and reactions, decide whether author names and timestamps are visible, and turn on moderation or copy protection if you want more control over content.

04. CONTROL PARTICIPATION

Click the **Share** button in the top-right corner to decide who can access and use your Padlet. Under Visitor permissions, choose whether people can only read the posts, add their own, or also edit the wall. You can also invite specific collaborators by entering their email addresses.

Next, adjust the privacy of your wall under Link privacy. You can keep it secret, make it private, protect it with a password, or open it more widely depending on your needs. These settings give you control over who sees your Padlet and how they interact with it.

05. SHARE & START POSTING

Once your Padlet is ready, use the **Share** menu to distribute it. You can copy the link, generate a QR code, embed it on a website, or share it directly through other apps. If needed, you can also export your Padlet as an image, PDF, spreadsheet, or even print it.

To begin posting, click the **+ button** in the bottom-right corner or simply double-click anywhere on the wall. A menu will appear where you can add text, links, images, files, audio, or video. You can move posts around by dragging them, or open the three dots (...) on each post to edit or delete. This way, your Padlet stays flexible and easy to organize.