Introduction

You add *tags* to categorize the individual records of a Blog, Headlines & Features or Podcast app. You use these tags to filter which app records display on the end-user website. If you choose, you can display the tags by which you filtered an app as clickable links on the end-user website or simply display the filtered records without displaying the tags.

The way you tag Blog, Headlines & Features and Podcast records is the same. How you use tagging for each app can vary.

Here you see a Podcast app filtered by the tags *BBC*, *NASA* and *Scientific American*. Because the **Sidebar** option *Display Tag List* is activated for the app, you see the ***Tags*** heading and the specific tags used to filter the app records. Note that there are three records tagged with *BBC*, two records tagged with *NASA* and five records tagged with *Scientific American*. You click each link to see the records associated with the tag.

Here you see the same Podcast app filtered by the same tags, however, the **Sidebar** option *Display Tag List* is off. All records with the tags BBC, NASA and Scientific American display.

Tagging

Tagging is available for the Blog, Headline & Features and Podcast apps. The process you use to tag and filter records within each of these apps is the same. You add one of the apps to a page, add records to the app and tag each individual app record.

To filter the records of your app, select and add **Tag Filtering** tags. If you share the app with other editors, they can place the app on pages under their control and choose the tags by which they wish to filter the app records.

To show the tags by which you filtered your app records on the end-user website, set the **Sidebar** *Display Tag List* option. For Blog and Headlines & Features apps, you can display a tag list, choose the **Sidebar** option *Display Date Grouping* to show date categories or choose to display both options.

Tag App Records

Here's how you tag an app record. Note that if you do not tag a record, it is associated with the *Unassigned* tag on the end-user website.
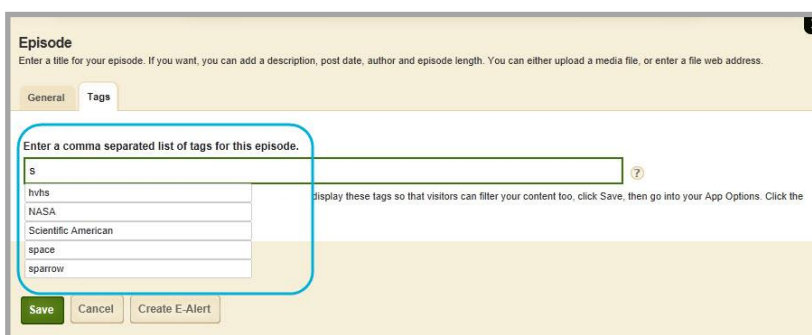
1. In *Site Manager*, navigate to the app to which you wish to apply tagging.
2. Add or edit an app record.
3. Click **Tags**. The Tag window displays.

4. Click in the field and enter tags for the record. As you enter text, a list displays showing the current tags containing or matching text entered into the field. Click a tag in the list to select it or enter a new tag.

5. If you have more than one tag for the record, use commas to separate them.

6. Click **Save**. You are returned to the app in Edit mode.

Set App Options

You use App Options to set **Sidebar** and **Tag Filtering** preferences for your app.
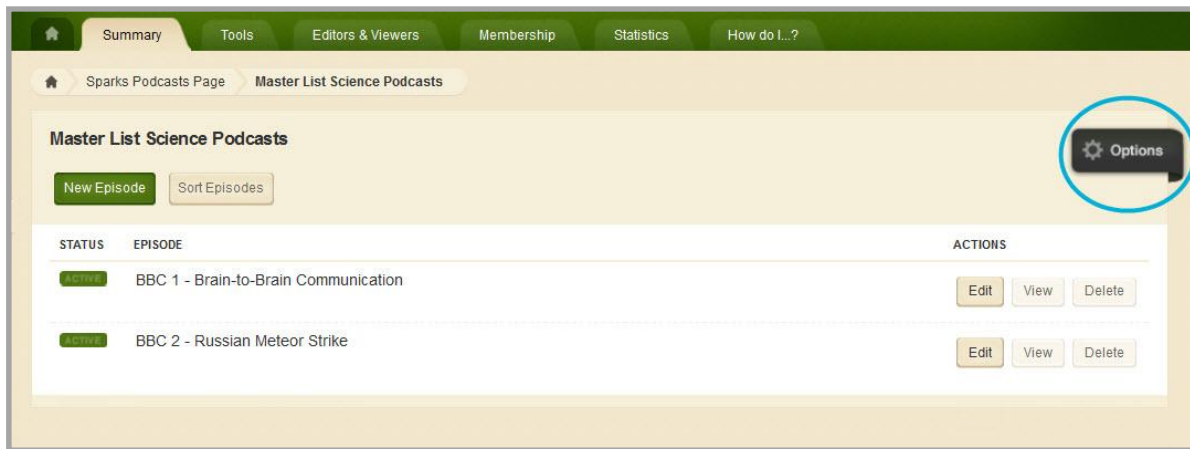
Sidebar

Sidebar options allow you to determine the appearance of your app on the end-user website.

Here's how you set **Sidebar** options.

1. In *Site Manager*, navigate to the app to which you wish to set **Sidebar** options.
2. Edit the app and click *Options*. The App Options window displays.
3. Click **Sidebar**. The Sidebar dialog displays.
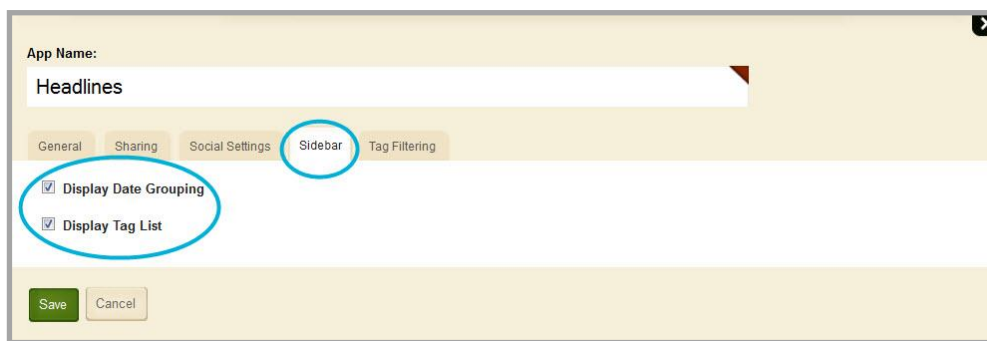
4. Select options on the dialog by activating the option check boxes.
5. Click **Save**. You are returned to the app in Edit mode.

Display Tag List

For Blogs, Headlines & Features and Podcasts apps, you can select the **Sidebar** option *Display Tag List.* With this option, you see a *Tags* heading on the end-user website. The tags that show in the list are those selected as filters on the app options **Tag Filtering** tab. Tags display in alphabetical order. You click a tag in the *Tags* list to display the records associated with it. You click a record to view it in its entirety.
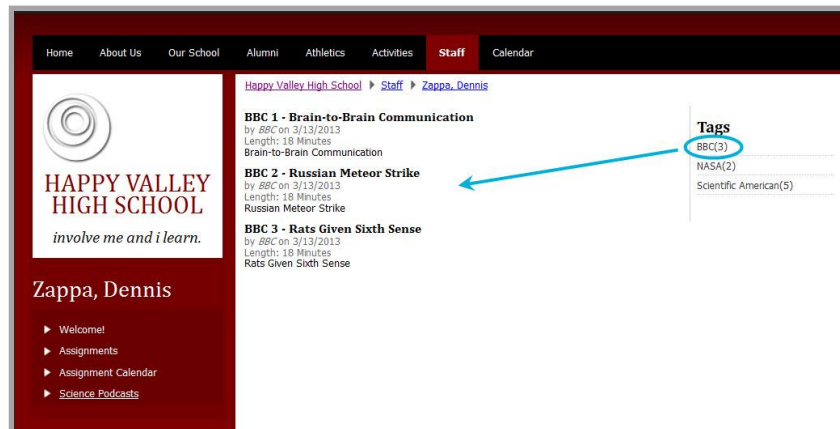

It is important to note that the *Display Tag List* check box displays on the **Sidebar** tab when the app you are editing is placed on a page. If you create an app and edit it in App Manager without placing it on a page, the *Display Tag List* check box option does not display on the **Sidebar** tab.

Display Date Grouping

For Blogs and Headlines & Features apps, in addition to the **Sidebar** option *Display Tag List*, you can also select the *Display Date Grouping* option.

If you select the *Display Date Grouping* option, you see a *Recent* heading on the end-user website, which displays the last ten active records added to the app. You click an item in the list to display the record. You also see a *By Month* heading. You click a month in the list to display the records associated with that month. You click a record to view it in its entirety.
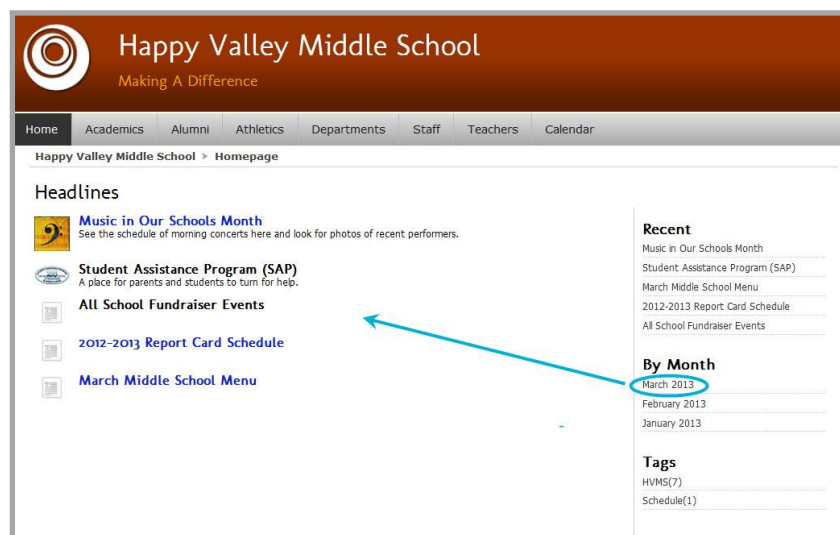
Tag Filtering

Tag Filtering allows you to choose which records display for an app on the end-user website. You select and add the tags you associated with the app records as filters.

Add Tag Filters

Here's how you select and apply filter tags for an app.

1. In *Site Manager*, navigate to the app to which you wish to set **Tag Filtering** options.
2. Edit the app and click Options. The App Options window displays.
3. Click **Tag Filtering**. The Tag Filtering dialog displays and you see the first tag in the field.

4. Click the drop-down arrow to see a complete list of tags used to categorize app records.
5. Click a tag in the list and click **Add**. The tag you added displays in the filter list.

6. Click **Save** when you have finished adding tags. You are returned to the app in Edit mode.

Remove Tag Filters

Here's how you remove filter tags applied to an app.

1. In *Site Manager*, navigate to the app to which you wish to set **Tag Filtering** options.
2. Edit the app and click Options. The App Options window displays.
3. Click **Tag Filtering**. The Tag Filtering dialog displays.
4. Click the *x* to the right of the tag you no longer wish to use as a filter.
5. Click **Save**. You are returned to the app in Edit mode.

Share App with Editors

When you share an app with tagging active, editors can add the app to pages under their control and add tag filtering to the app.
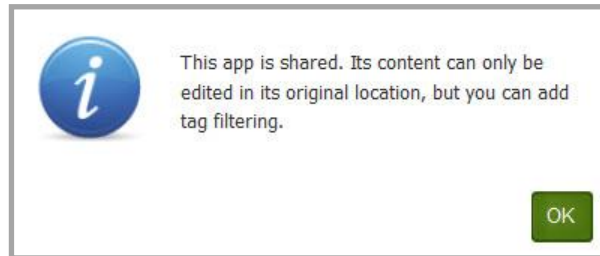

Share an App

Here's how you share an app.

1. In *Site Manager*, navigate to the app to which you wish to share.
2. Edit the app and click Options. The App Options window displays.
3. Click **Sharing**. The Sharing dialog displays.
4. Click **Assign User** to share the app with individual users. Click **Assign Group** to share the app with groups of users.
5. Search for individual users or for groups by entering part of the name and clicking **Search**. Note that when sharing with a group, you can filter groups by category.
6. Click **Select** to the right of a user or group to move them to the selected list.
7. Click **Add**. Your selection is added to the app.
8. Click **Save.** You are returned to the app in Edit mode.

Add Tag Filtering to a Shared App

Here's how an editor adds tag filtering to a shared app they have placed on their page.

1. In *Site Manager*, navigate to and edit the page with the shared app. The page opens in Edit mode.
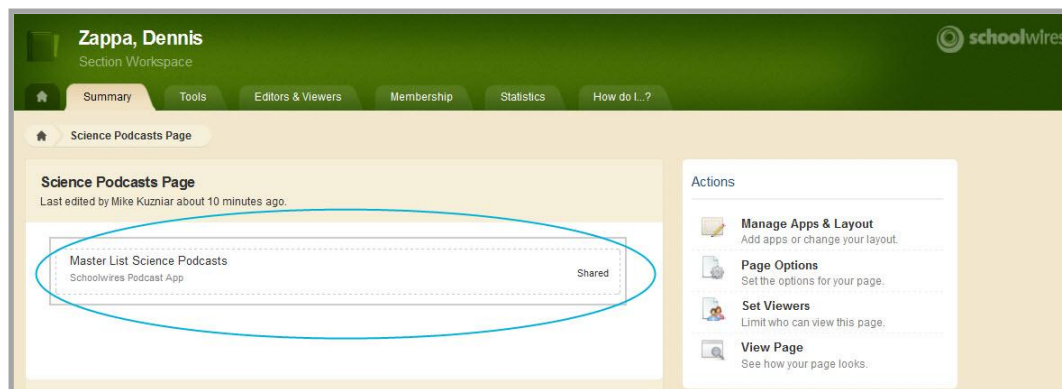
2. Click on the app. A dialog displays indicating that the app is shared, it can only be edited in its original location, but you can add tag filtering.
3. Click **OK**. The dialog is dismissed and the app options window opens on **Tag Filtering**.

4. Click the drop-down arrow to see a complete list of tags used to categorize app records.

5. Click a tag in the list and click **Add**. The tag you added displays in the filter list.
6. Click **Save** when you have finished adding tags. You are returned to the app in Edit mode.

Note that editors with whom an app is shared can place the shared app on multiple pages under their control. You can set different filter tags each time you add the shared app to a page.

Blog Example

In this example, the **Sidebar** tab options *Display Tag List* and *Display Date Grouping* are activated. When you first display the blog, you see the blog posts associated with the tag filters you chose for the app. In this instance *clean, décor, food, staff* and *vending*. You click a title in the *Recent* list to display the blog post. You click a month in *By Month* list to display blog posts associated with the month you selected. You click a tag in the *Tags* list to display blog posts associated with the tag.

Headlines & Features Example

When you land on a page containing a Headlines & Features app with tagging applied, you see the first fifteen headlines and a *more* link. You can change the number of headlines that initially display by changing the App Options *Record Limit* field.

You click the *more* link to show the *More* view.

In this example, the **Sidebar** tab options *Display Tag List* and *Display Date Grouping* are activated. When you first display the *More* view, you see all headlines associated with with the tag filters you chose for the app, namely *district* and *hvhs*. You click a title in the *Recent* list to display the headline. You click a month in the *By Month* list to display the headlines associated with the month you selected. You click a tag in the *Tags* list to display headlines associated with the tag.

You click a title to display the entire headline. To return to the *More* view, click *Return to Headlines*.

Podcast Example

In this example podcast episodes are being filtered by the tags *BBC*, *NASA* and *Scientific America.* When you click on the NASA tag in the *Tags* list, you see the two podcasts associated with that tag.

You click an episode title to display the entire episode. To return to the list of episodes, you click the page link in the Left Navigation pane. Or, you can click another tag in the *Tags* list and show its associated episodes.

Tagging Best Practices

Here are some practices to consider when working with tagging.

- The maximum number of characters allowed for a tag is 20.

- Special characters such as quotes will be automatically removed from the name of your tag; you can use spaces within the tag name if you like.

- Follow the guidelines specified in the *Best Practice for Apps on a Page Guide* for each of the apps.