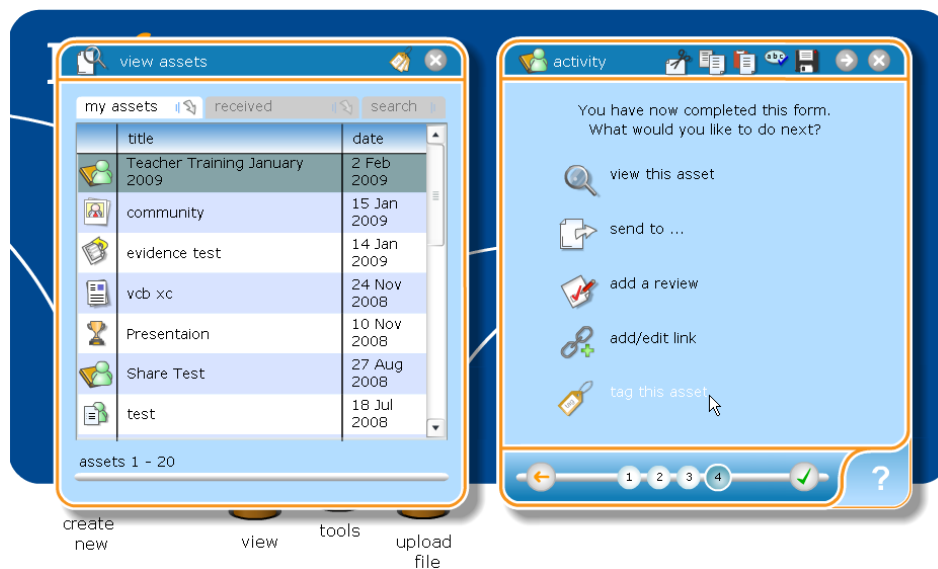


## Tagging an asset

Tags allow you to group assets together to enable you to quickly locate items, cross reference records, to identify areas of activity and to aggregate items quickly, e.g. by adding tagged assets to a webfolio. You can add new tags as you create assets on the end pad.

The IfL has created three tags for you to use; **institutional context**, **subject specialism**, and **learning and teaching**, but you can also create your own.

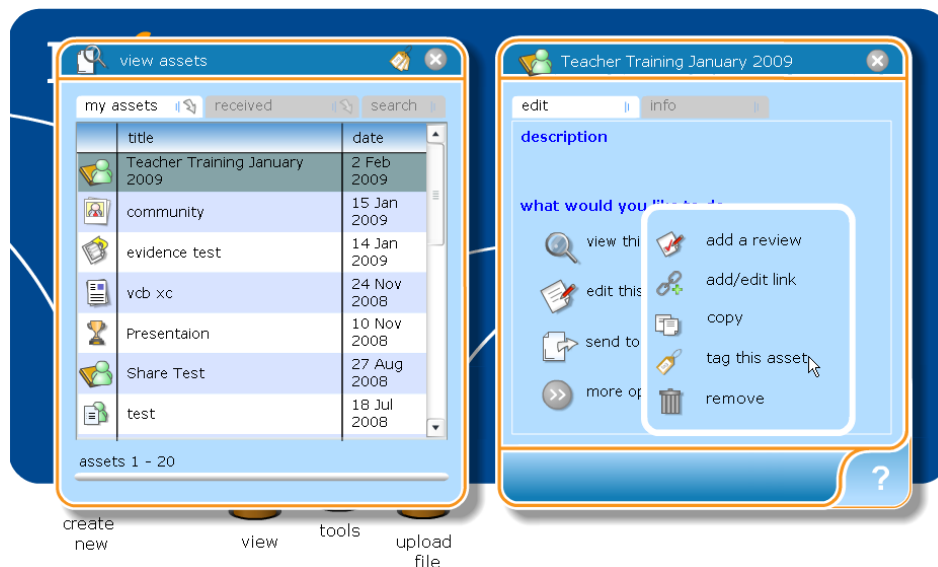
You can add tags on the last step of any asset creation pad from this menu:



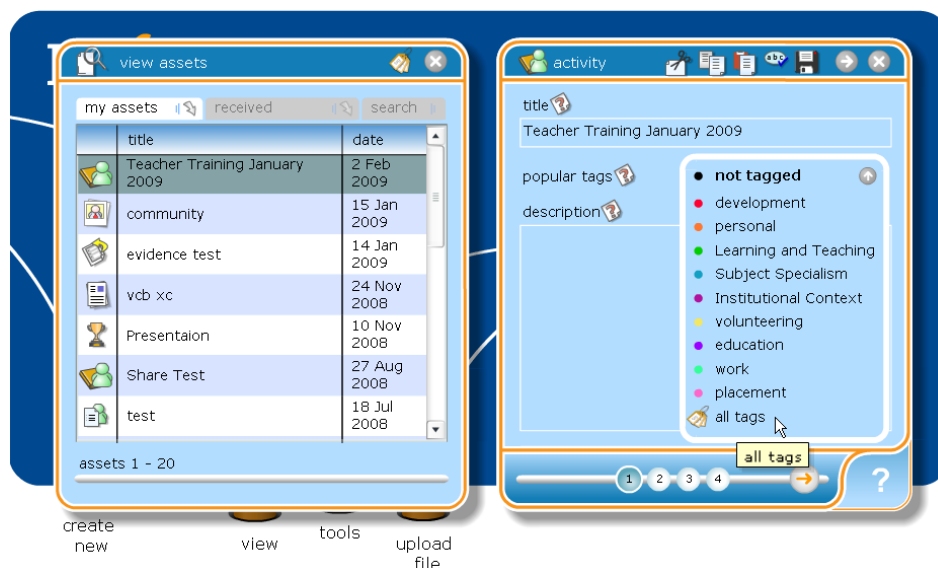
more...

01 02 03 04 05 06

Or, you can add them to a previous asset by clicking **view**, followed by **my assets**. Select the asset you wish to tag from this list, and from the pad which opens click **more options** then **tag this asset**.



Your most popular tags can be added using the dropdown menu on the first step of any asset creation pad. Click on any tag you wish to add, or you can open the tagging pad by clicking **all tags**.



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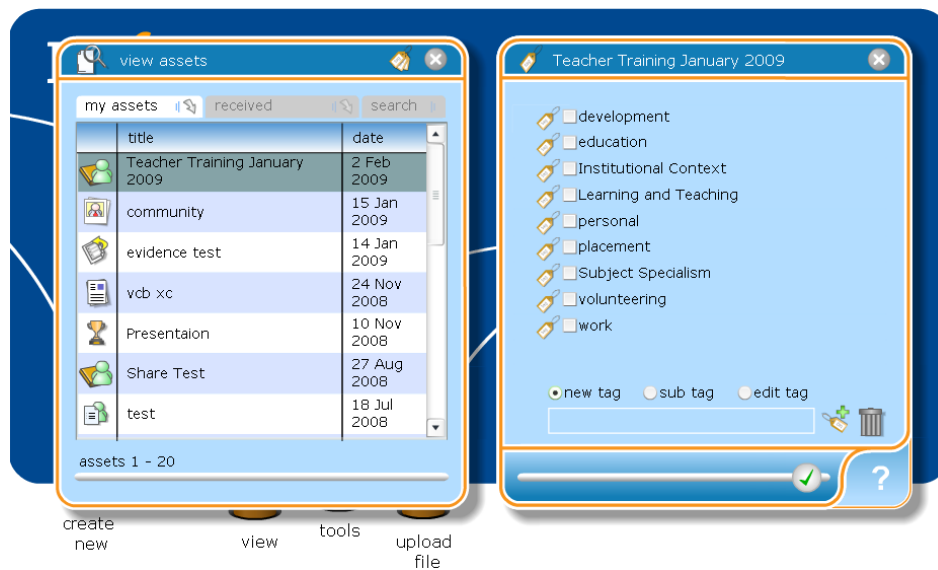
03

04

05

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Either process will open this pad:



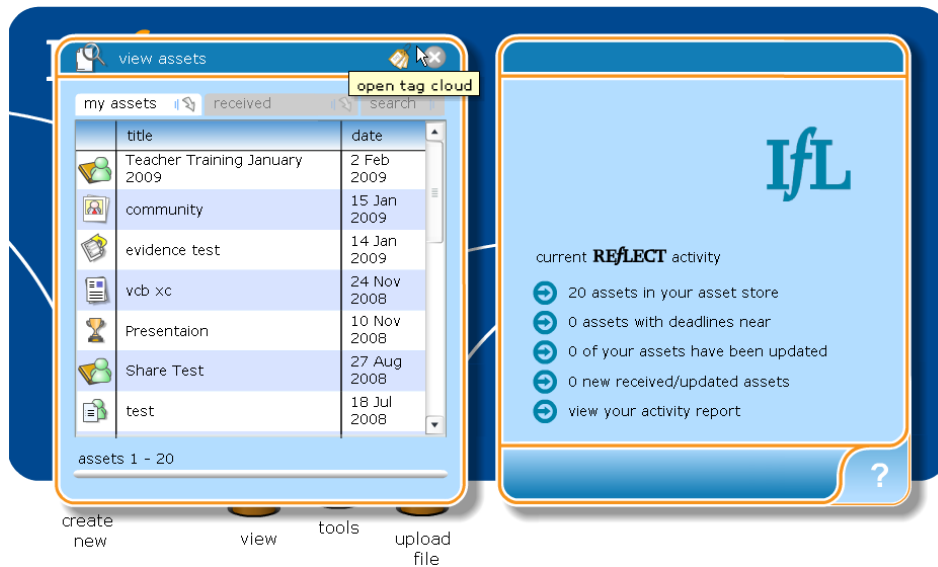
Click in the tick box next to a tag to select it. You can select as many tags as are appropriate for the asset.

To create a new tag, type the tag name into the text box at the bottom of the pad and click the **create tag** icon to the right.

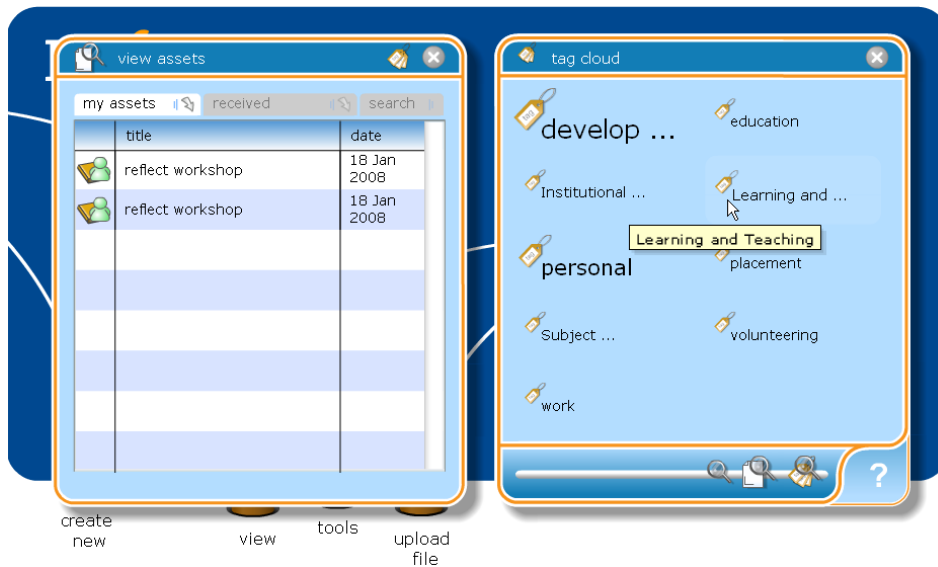
To create a **sub-tag**, select an existing tag and click **sub-tag** before typing into the **text box**, and clicking the **create tag** icon. A tag with sub-tags is indicated by a right facing arrow next to the main tag.

One of the main uses for tags is to help you organise and manage your assets. This can be done by using tags to list only those items relating to a particular area of activity. This is done with a **tag-cloud**.

Click **view** from the homepad and select **view assets**.



Your **tag cloud** can be opened by clicking the **open tag cloud** icon at the top right of the pad.



All your tags are displayed in the tag cloud, with the most used appearing as the largest ones. Clicking any tag will show you all assets which have this tag, and clicking any asset will show you all the tags it has. This will appear in the **tag cloud**, allowing you to click any of the tags and see other assets which share the tag.

*more...*

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When you locate an asset you wish to work with close the **tag cloud** using the **grey cross button** on the top right of the pad, then select the asset you want. This will return you to the REfLECT menu at the start of this tip sheet.