

Tags – How to Use, Edit and Delete

In Nimble CMS, tags are used most frequently in the Blog and Directory, and they give you the power to organize entries to be included or excluded on different pages.

Each blog or directory entry must include at least one **Tag**, which controls which entries appears on select pages and widgets.

Important things to remember about Tags before getting started:

- Tags must match **exactly**. Even a small spelling difference or an extra space will create a new tag. Before creating a new tag always confirm that it doesn't already exist.
- When you click inside the **Assign Tags** field when creating an entry, suggested results will appear as you type. When the tag you want to use appears you can click to select it.
- You cannot rename or manage tags when creating new entries, you can only manage tags in the Tag Manager (page 2 of this document). This is used to rename and delete tags.
- Groups share tags, so if you have sub-groups within your site (e.g., Municipalities or Colleges) check with the other groups' admins before mass-deleting or editing tags that may have originated from their Group.

Tag Basics

For a visual, let's use the table below:

Entry	Jane Doe	John Smith	Nancy Jones
Tag 1 (Catch-all)	Staff	Staff	Staff
Tag 2 (Title/Dept)	CEO	Accounting	Sales
Tag 3 (Location)	Atlanta	Atlanta	Macon

We have three directory entries here for Jane, John and Nancy, and their assigned tags in each column under their names.

- All three have the **Staff** tag assigned
- Each has a different department or title (**CEO/Accounting/Sales**)
- Jane and John work at the **Atlanta** office, while Nancy works at the **Macon** office.

If we create a Directory Page or Directory Entry Widget:

- Selecting the **Staff** tag will display all three of these people, and anyone else with the **Staff** tag assigned.
- Selecting the **CEO** tag will display **Jane**, and anyone else who is assigned the **CEO** tag.
 - o Same logic applies to the **Accounting** and **Sales** tags.
- Selecting **Atlanta** will display **Jane** and **John**, and anyone else with the **Atlanta** tag.

You can select multiple tags for an entry. Maybe you want to include some departments and exclude the C-suite from this particular group. In this instance you can select the **Accounting and Sales** tags for the page or widget (and any other non-executive department tags), displaying John and Nancy, but not Jane.

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Alternatively, you can create a new tag that you would add to all entries applying to this group. An example would be to assign a new tag of **Executive** to anyone within the C-suite, and **Non-Executive** to anyone outside the C-suite. This would prevent you from having to select many department tags to include them within a widget or page, but would require that you go back and edit all entries that pre-existed the creation of this new tag. The more complex your directory tags, the more difficult it may become in the future to manage. Simple is key.

This same logic applied to the Blog entries. You can assign as many tags as you like to an entry to help with category filtering/search.

If you are only going to have one Blog page you can assign a generic **News** or **Blog** tag to each entry, then include some relevant tags that might aid users in finding certain entries within a category.

Editing Existing Tags

If you have a misspelling or want to change the name of an assigned tag without deleting and re-assigning tags to all entries, you can edit that tag within **Tag Manager**.



In Admin, you can click on **Tags** in the left purple menu to go to the **Tag Manager**. Here you will see a list of all of the tags on your website. This includes the Blog, Directory entries, Media tags, and Classifieds tags. It also displays the number of items that are tagged for each one.

On the right you will see an edit and a delete button for each tag.



If you click the blue **Edit** button, a popout from the right will display and you can rename or fix any spelling errors within that existing tag, then click **Update Tag** and all cases of that tag will be updated.

If you have a tag that is no longer needed and you want to remove it from all entries, you can click the **Delete** button next to the tag you want to remove. This will permanently delete that tag from all entries, so be careful when selecting and make sure that you want to permanently delete that tag. Keep in mind, as referenced on page 1, that Groups within Nimble *share* tags, so make sure to check with other groups' admins before mass-deleting or editing tags that aren't familiar to you.