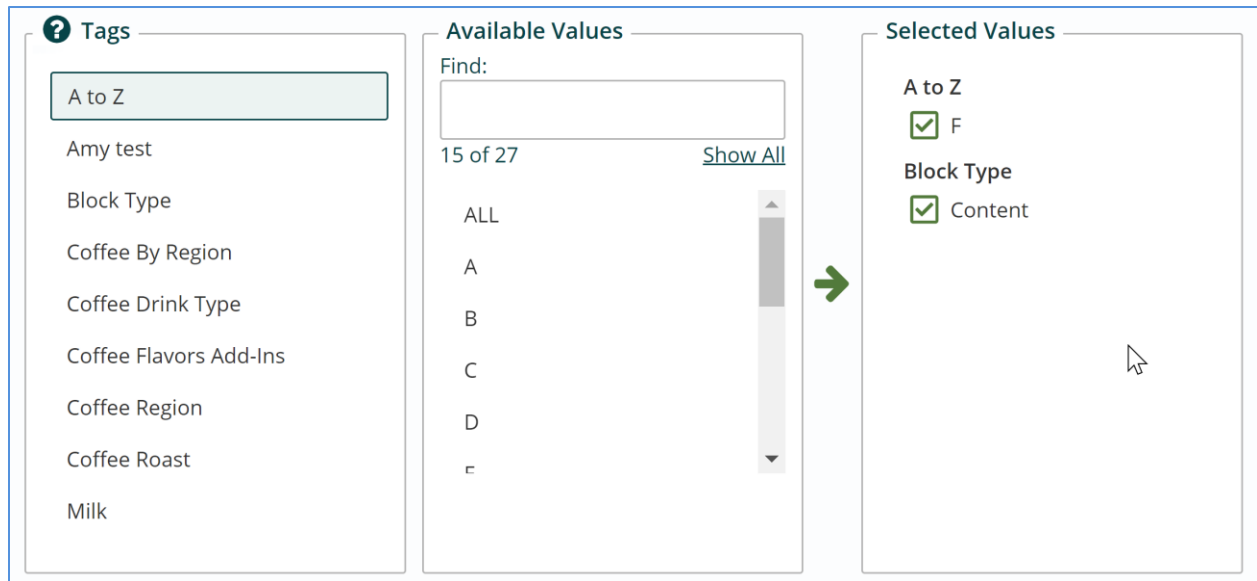# Tags and Attributes

Overview

Tags are used for organizing your pages, files and events into related terms. The tag values or attributes may be used in a filter list. This filter will assist your users in viewing pages on the website.

- **Tag:** Used to group these attributes together
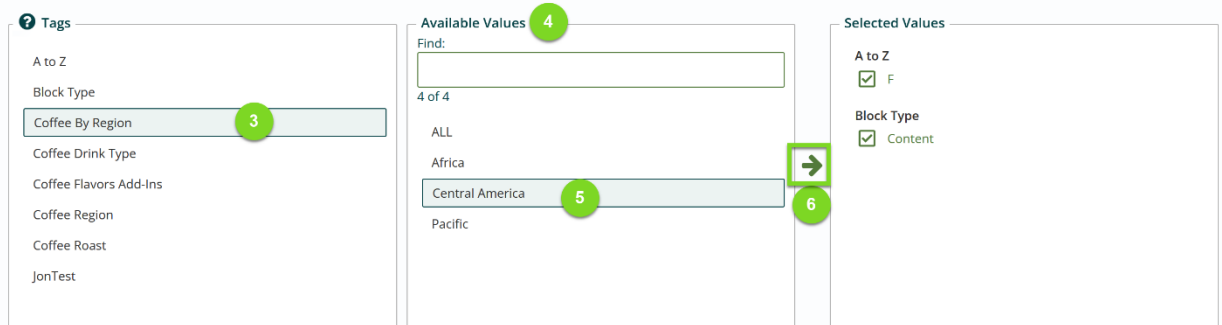- **Attributes:** Values that have a common theme

Tags are created in the Titan Administration Module and assigned to items in the Content Module to allow for filtering on the website.

Assign Tag Attributes

1. In the Navigation Tree, go to the page, data item or file you need to update.
2. Click on the Tags button in the App Ribbon.
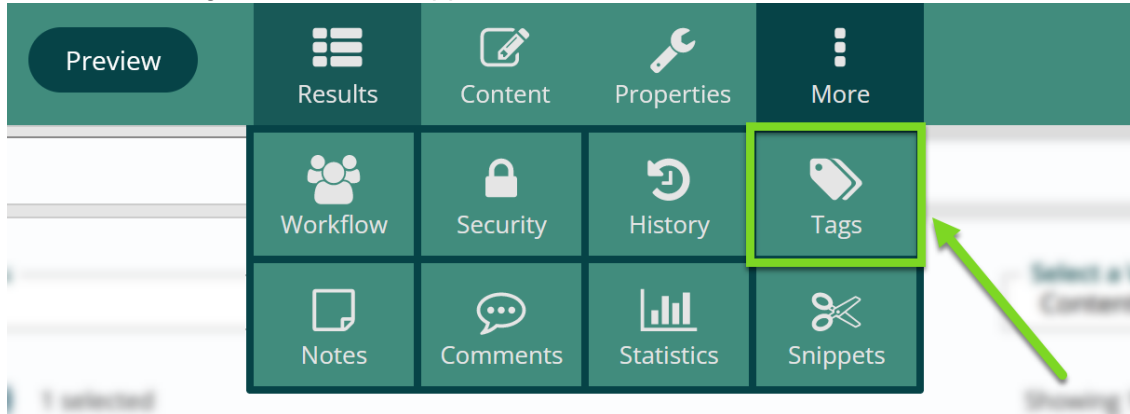

3. Click on a Tag.

4. The Tag and associated values will display.
5. Click to highlight each value you wish to select.
6. Click the Green Arrow or double click to make your selection. The highlighted values will display under Selected Values.
7. Click Save or Publish from the App Ribbon to retain changes.

Add a Tag and Attributes

1. Open the Titan Administration module.
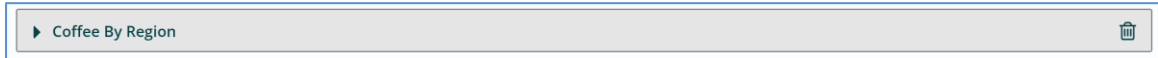2. Click on Tags and Filters > Tags.

3. Click the Create Button in the App Ribbon.
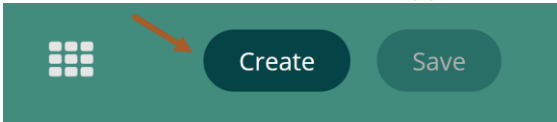
4. Enter a name for the tag.

5. Click **Done**.
6. Find your newly created tag and click to expand.

▶ Coffee By Region

7. Select Single or Multiple.


a. Using a single tag setting will allow you to use 1 attribute value when tagging content.
b. Multiple tag setting will allow you to use more than 1 of the attribute values when tagging content.
c. Add a tag by entering the tag name in All Attributes and hit Enter or the "+".
d. Click Save from the App Ribbon to retain changes.
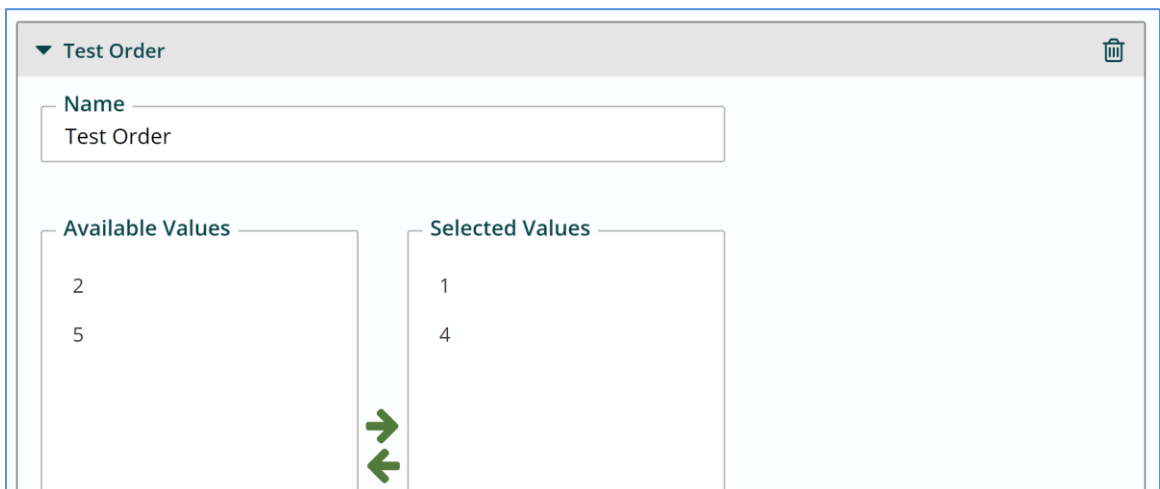
Create a Tag Attributes Group

1. Click to create a new attribute group.
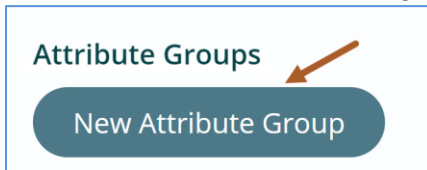
2. Enter a name for the Attributes Group.
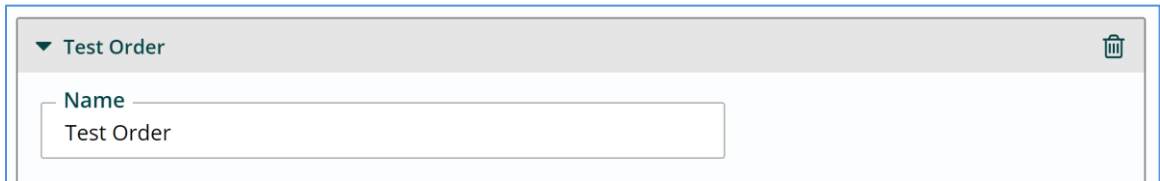
3. Highlight item(s) from the Available Values list and click the green arrow to place in the Selected Values list.

4. Highlight item(s) from the Alphabetical list and drag up or down to reorganize list of values.
5. Click Save from the App Ribbon to retain changes.

Activate A Tag

1. Open the Titan Administration module.
2. Click to expand Content Sites. This will display list of globes in your instance.
3. Click on the site Globe you want to activate the tag for.
4. Click on the Tags tab to display list of tags in right pane.
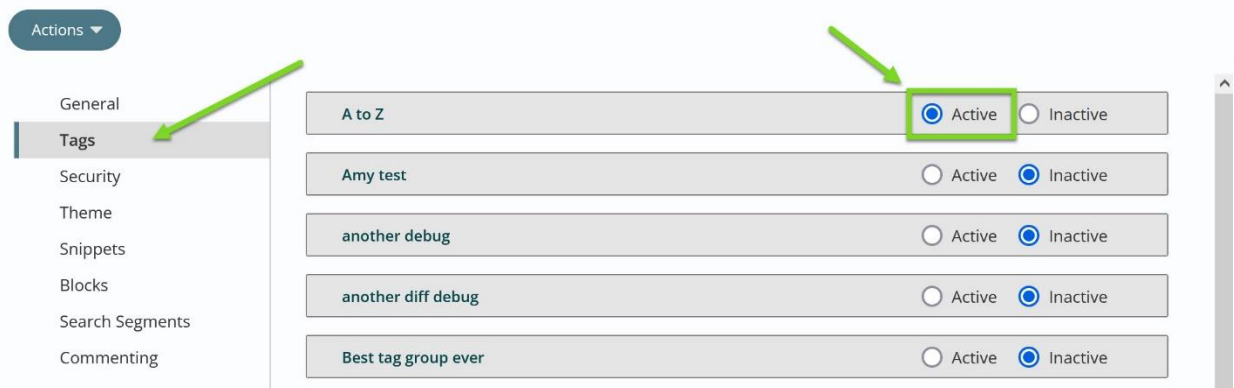
5. Click Activate for the Tag you wish to use on your site.
6. Click Save from the App Ribbon to retain changes.