

Setting up taxonomies for custom post types (like the custom book type we made [here](#))

1. Open the CPT UI plugin and select the Add/Edit taxonomies sub category
2. Decide what your taxonomy will be. This is usually the broad category and not the specific instance (for example the taxonomy would be “genre” or “keyword” and not a specific genre like poetry).
3. Fill out the Taxonomy Slug (which will appear at the end of the URL like www.bsb.com/books/genres. genres is the slug in this example), plural label, and singular label
4. Make sure you attach the taxonomy to the custom post type that you are working with (in this case it’s the books custom post type).
5. If you want to have access to a drop down menu of previously made instances of the category, scroll down to settings and set Hierarchical to true. If not, then there is no need to adjust the settings.

We, Von Arldens

Classic

Title	We, Von Arldens
Author	Clara Louise Burnham, (pseudonym Edith Douglass)
Author Name Variants	Edith Douglass
Contributing State	Miscellaneous
Publication	Chicago: H.A. Sumner, 1881.
Genre	Novel
Keywords	Region & Regionalism
Link to Text	https://hdl.handle.net/2027/osu.32435018208140
Help Wanted	
Research Notes	
Read More about the Text/Author	

Genres

Search Genres

☒ Novel

☐ Advice Literature

☐ Biography

☐ Conduct

☐ Cookbook

☐ Domestic Science

[Add new Genre](#)

Keywords

Add new Keyword

Region & Regionalism

Separate with commas or the Enter key.

Authors

Add new Author

Clar

Clara Louise Burnham

Clara Louise Root Burnham

In this example, Genres is hierarchical, so a drop down menu of all established Genre and an option to add a new genre. Keywords is not hierarchical, so once you type in the first few letters of your search, previously entered keywords will come up as a suggestion, or you can enter a new one. Regions & Regionalism has been selected as the keywords. Authors is also not hierarchical and provides an example of what it looks like when authors' names are suggested.

Tagging custom posts

1. Make sure you're on the documents tab (not block)
2. Select the genre from the drop down menu
3. Type in the keyword (it should make a suggestion after a few letters)
4. Follow step two with author and state
5. Don't forget to press update (blue button in the top right corner) to make sure your tags save

*Remember, there will be a drop down if the taxonomy is hierarchical but you will have to type it manually if it is not. You can change these settings by editing the taxonomy directly.

The screenshot shows the WordPress document editor interface. At the top, there's a navigation bar with a WordPress logo, a plus icon, and buttons for 'Switch to draft', 'Preview', 'Update', and settings. The main content area displays the title 'Don John' and a metadata table. To the right, there are sidebars for 'Genres', 'Keywords', and 'Authors'.

Title	Don John
Author	Jean <u>Ingelow</u>
Author Name Variants	Jean <u>Ingelow</u> , Orris
Contributing State	Foreign
Publication	Boston: Roberts Brothers, 1881.
Genre	Novel
Keywords	Women's Work & Culture, Health
Link to Text	https://hdl.handle.net/2027/nyp.33433074869169
Help Wanted	
Research Notes	
Read More about the Text/Author	

Genres

Search Genres

- ☐ Music
- ☐ No
- ☒ Novel
- ☐ Poetry
- ☐ Reference
- ☐ Reform

[Add new Genre](#)

Keywords

Add new Keyword

- Women's Work & Culture
- Health

Separate with commas or the Enter key.

Authors

Add new Author

- Jean Ingelow
- Orris

Separate with commas or the Enter key.