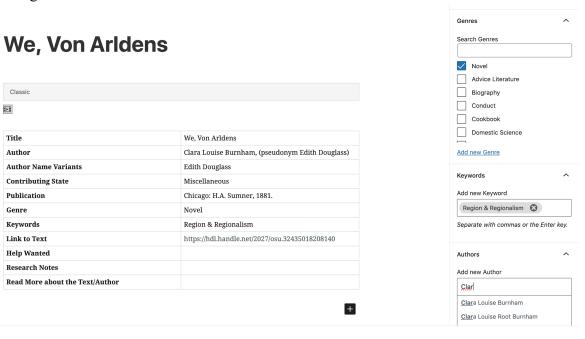
Setting up taxonomies for custom post types (like the custom book type we made here)

- 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.



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.

