



Using User-Defined Tags

You can add user-defined tags under one or more **W*** root tags. These tags appear under **User tags** categories.

Important: Anybody can remove them at any time.

This task shows you how to:

- [Create User-Defined Tags](#)
- [Remove User-Defined Tags](#)

Create User-Defined Tags

1. From a 6WTags-compatible app, select content.

Notes:

- In a 3DDashboard, maximize or highlight the widget first.
- When you have selected content, you cannot refine using tags.
- You cannot create user-defined tags from search on 3DDrive content.

2. **Optional:** If your environment contains several platforms, choose a platform name.

3. From the 6WTags panel:

- a. In **Tag Names**, enter a name.

- b. From the list, select a **W** category:

What, **Who**, **When**, **Where**, **How**, **Why**.

This list may vary depending on the app from which you selected the content in step 1.

For 3DSwym, and Dashboard Intelligence content, the field displays suggestions of existing user tags, used within the selected object community. This applies to all the apps supporting the tagging of their 3DSwym data. For example, 3DSearch, 3DSwym widget/standalone, etc.

Suggestions may also include **Company tags**, and, when tagging 3DSwym content, **Community tags**.

Company and community tags enable members to organize their content using a common set of relevant tags. 6WTags adds them to the suggestions (50 tags max for community tags) and you can apply them with a simple click, eliminating spelling inconsistencies.

- c. **Optional:** Repeat steps 3a and 3b to create more tags.

You can enter the same tag in multiple **W**. For example, you can add **MyTag** both for the **What** and the **Where W**. 6WTags considers them as two different selections and adds two different tags.

4. **Optional:** Verify the list of tags that you have added in the previous step by hovering over **[Number of added tags] Added**.

A tooltip showing the list of added tags appears.

5. **Optional:** If you are not satisfied with your changes, click **Reset** to revert them.

6. Click **OK**.

In the selected **W***, your tags appear under a **User tags** category.

Note: If you close and reopen the 6WTags panel immediately after you have created your tags, they will only reappear on the 6WTags panel once the platform has indexed them.

Remove User-Defined Tags

1. Select the content that has the user-defined tag that you want to remove.

2. Do one of the following:

- From the **Add/Remove Tags** section of the 6WTags panel (only available when you have selected only one piece of content in the previous step):

- a. Click **X** for each tag that you want to remove, or click **: Clear All** to remove them all at once.

- b. **Optional:** Verify the list of tags that you have removed in the previous step by hovering over **[Number of removed tags] Removed**.

A tooltip showing the list of removed tags appears.

- c. **Optional:** If you are not satisfied with your changes, click **Reset** to revert them.

- d. Click **OK**.

- From a **User tags** category: Click  **Delete tag** for each tag that you want to remove from the content.

The tags are removed from the content.