Tagging is useful when you want to differentiate pages with the use of key words, called tags. Tags are associated with pages and are a convenient way of classifying pages based on various criteria, such as interests. Thanks to tags, site visitors can view different pages with the same tags or view similar pages to the one they just read. For example, a site visitor could want to view pages related to *wind surfing* after reading an article about Sydney.

Tags displayed on a page

Depending on how your administrator configured the system, you can tag pages in the two following ways:

- On the Properties tab
- On the Form tab

Tagging pages using Properties

If the system administrator granted you access to the **Properties -> Metadata** tab, you can use it to tag pages. Otherwise, you may want to use the Form tab for tagging pages.

To tag pages using the Properties tab:

1. Open the **Pages** application.
2. Select the page that you want to tag.
3. Switch to the **Properties -> Metadata** tab.
4. Choose a tag group using the **Page tag group** drop-down list. If you check the **Inherit** check-box, the page inherits the parent page's tag group.
5. Enter the tags in the **Page tags** field or use the **Select** button to choose tags from the currently chosen **Page tag group** and click on **OK**.
    a. Typing a tag that isn't under the selected **Page tag group** assigns it to the tag group.

6. **Save** the changes.
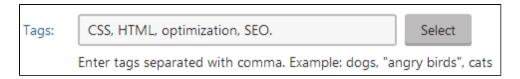
The system attaches the tags to the page.

Tagging pages on the Form tab

To tag pages on the Form tab:

1. Open the **Pages** application.
2. Select the page that you want to tag.
3. Switch to the **Form** tab.
4. Enter the tags in the appropriate field or use the **Select** button to choose from a list of tags used before and click on **OK**.
   Note that the field may not be named *Page tags* in your system. The name of the field may differ based on how your administrator configured the system.

Tags: CSS, HTML, optimization, SEO.   Select

Enter tags separated with comma. Example: dogs, "angry birds", cats

5. **Save** the changes.

The system attaches the tags to the page.