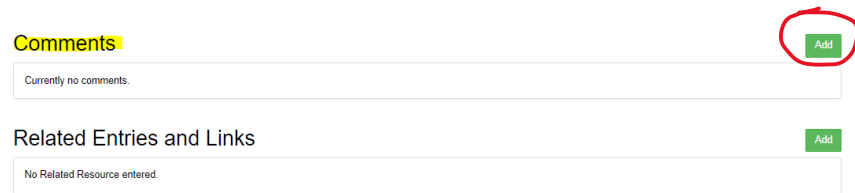


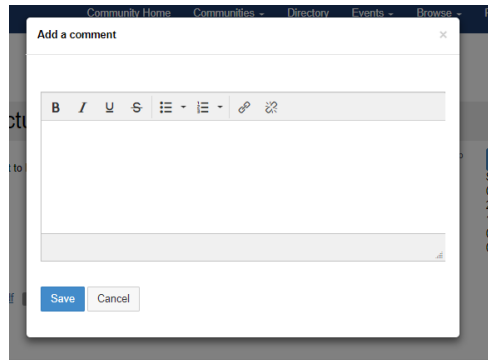
## Tagging Content

The ability to tag a resource in the library will greatly increase the ability of your peers to locate the item.

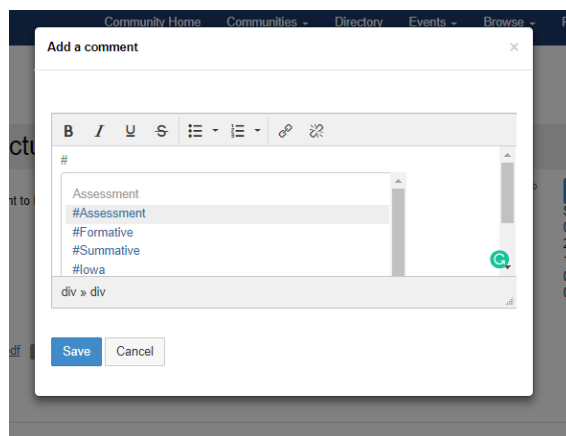
- I. Once your item has been added to the library, a window with a lot of information will appear
  - a. Similar to tagging a Discussion post, you will use hashtags in the Comment box to tag the resource
    - i. Click the green Add button



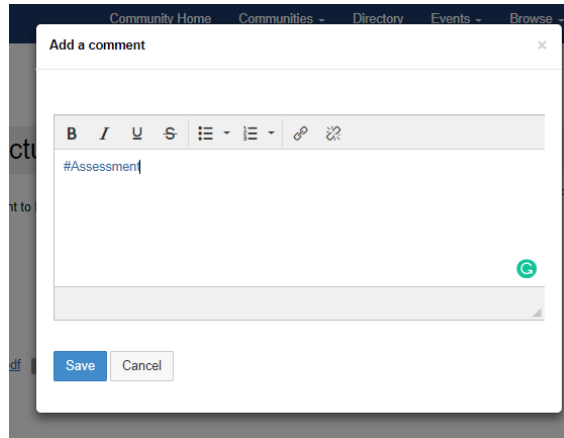
- ii. A popup box will open



1. Type the hashtag symbol, and a list of tag options will appear
        - a. If you do not find a relevant tag, please send a request to the Content and Community Manager

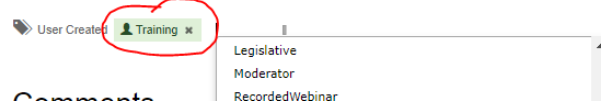


2. Select the appropriate tag which will show up as a link



3. Repeat for as many tags as are appropriate

## Tags and Keywords



- iii. You can remove a tag by clicking the X at the end of the tag

## Tags and Keywords

