

Categorize a content

Overview

A content that is well categorized will be returned correctly in a dynamic list.

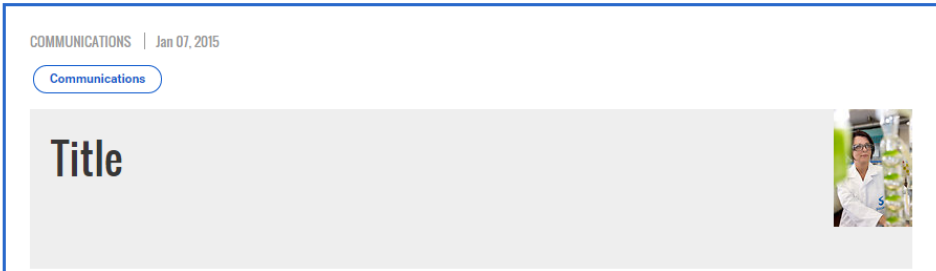
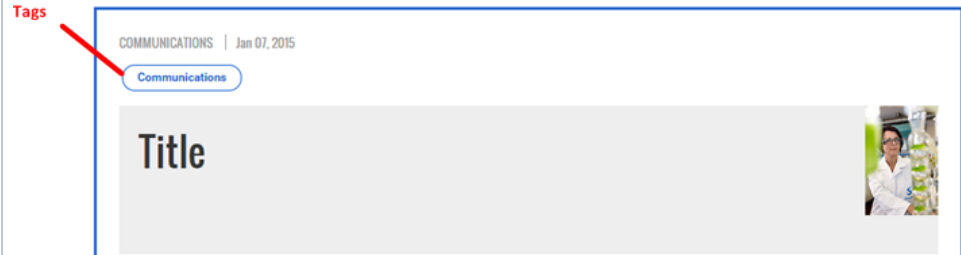
It will also allow visitors to see related content based on the categorizations.

To categorize a content in Tridion, you have to add **Tags** to the content.

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Step-by-step guide

Step 1: Reach the page and activate Tridion	
1. Reach the page where you want to categorize your content.	
2. Click the top left "SDL Tridion" button.	
3. You should now be able to see that your page is editable (blue border).	
Step 2: Add Tags	
1. Click on the Tags area (in bubble form).	

2. Here, you can add, change or remove tag from your content:

- To **add** one or more Tags, click on the "+" sign
- To **change** and browse existing Tags, select a Tag from the left panel
- To **remove** a tag, click on the "X" sign

The screenshot displays a user interface for managing content tags. On the left, a vertical panel lists categories: Communications, Finance, Government & Public Aff..., Human Resources, and Industrial. A red box highlights this list, with a red arrow pointing to the text 'Browse existing Tags'. The main content area shows a 'Keyword Properties' dialog box with a list of tags, including 'Communications'. A red arrow points to the '+' icon in the dialog, labeled 'Add more Tags'. Another red arrow points to the 'X' icon, labeled 'Remove Tags'. The background shows a content editor with a 'Title' field and a 'Description: Tags' field.

Can't find a Tag?

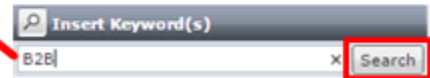
- You can use the search to find the Tag you want to insert.

Search Tags



- Enter keyword with the star icon ★ and search example: B2B*

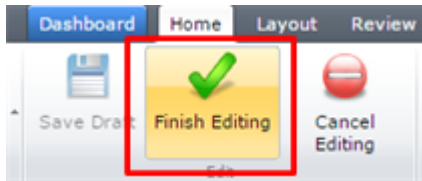
Keyword



- Unexisting tag? Contact [Web Communications](#)

Step 3: Save

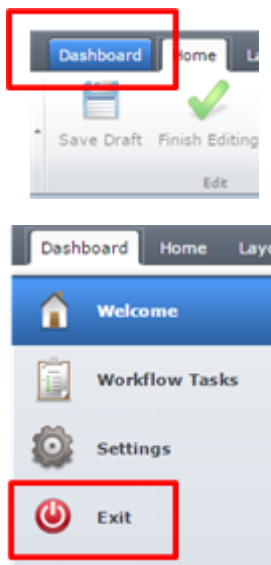
- To save your changes and publish in staging, click on **Finish Editing** button.



- Consult your page.

Disactivate the "Edit mode" by clicking on the **Dashboard** tab and then click on **Exit**.

Your page is now available in "staging" environment.



Can't find information?

- [Web support contact](#)

Related articles
