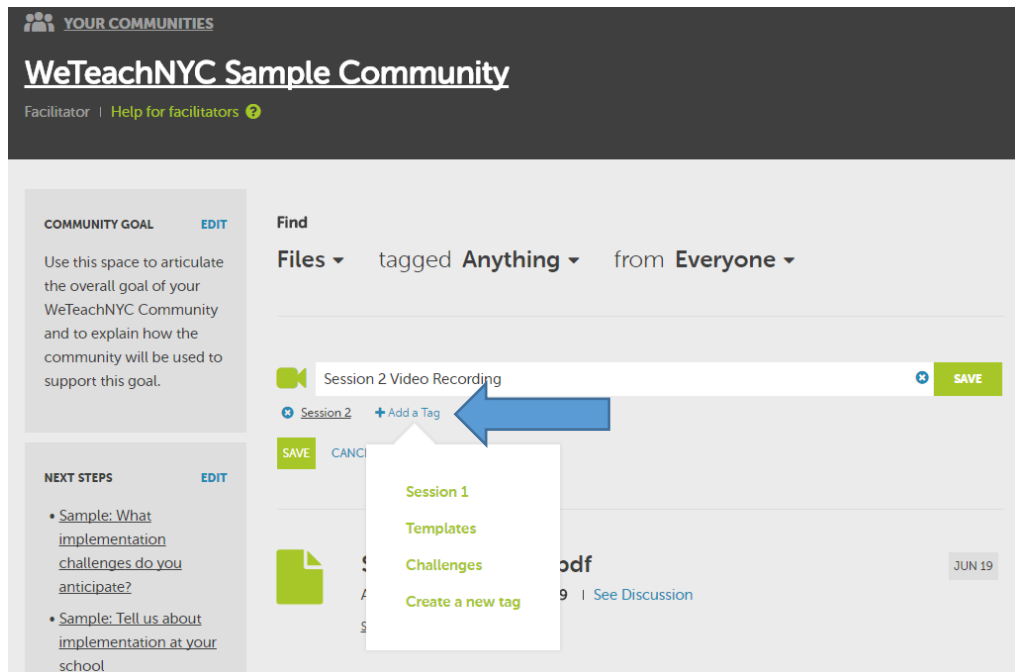
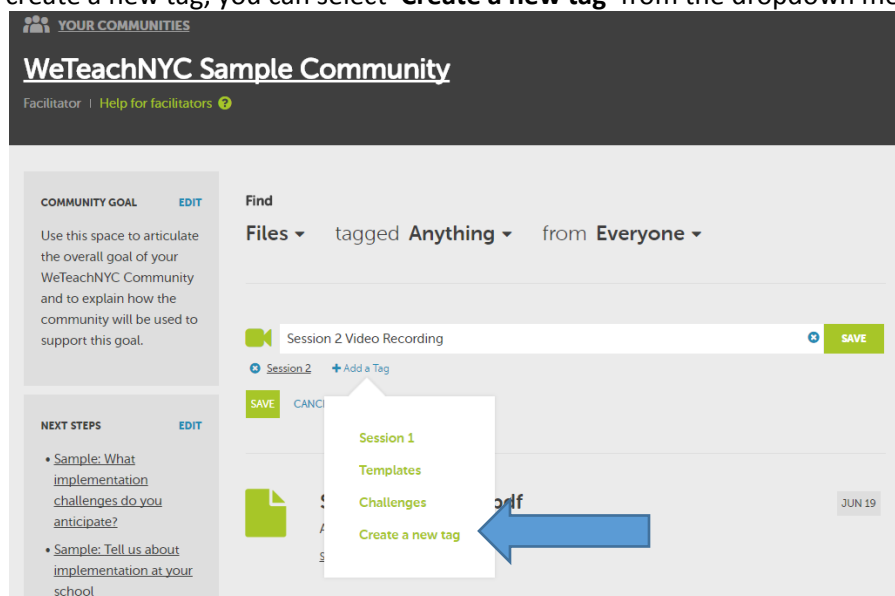


Adding Tags to Files, Links or Videos

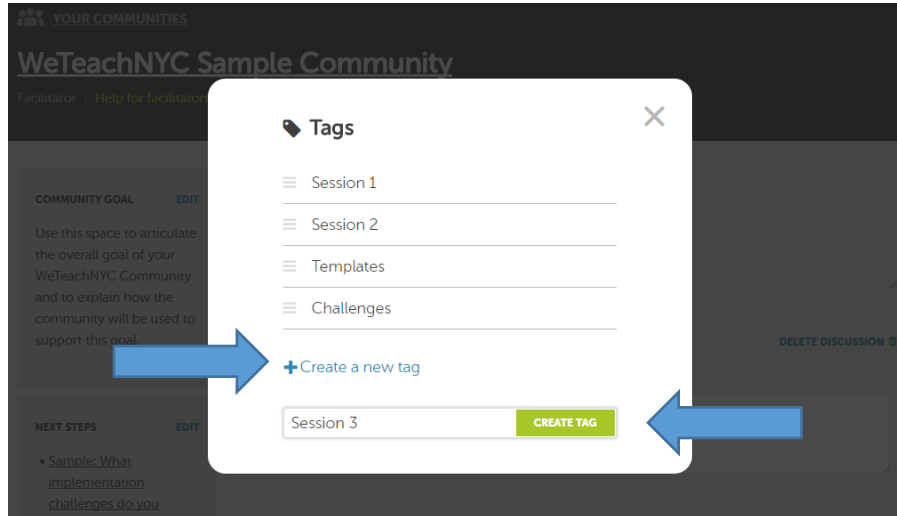
Any uploaded resource can be tagged. It is strongly recommended that you tag every file, link or video so community members can find them easily. To do this, click **+ Add a Tag** under the file attachment box after you upload a file, link or video.



If you need to create a new tag, you can select **'Create a new tag'** from the dropdown menu.



This brings you back to the tag menu. Click **'+ Create Tag'** and add your new tag in the space provided. Then click **'Create Tag'**.



Remember, this doesn't automatically apply the tag to the file, link, or video; you have only created a new tag. Go back to the file, link, or video, click **'Edit'** then **'+ Add a Tag'** under the file, link, or video title and the dropdown menu with your new tag will appear. Click on that tag to associate it with this file, link, or video.