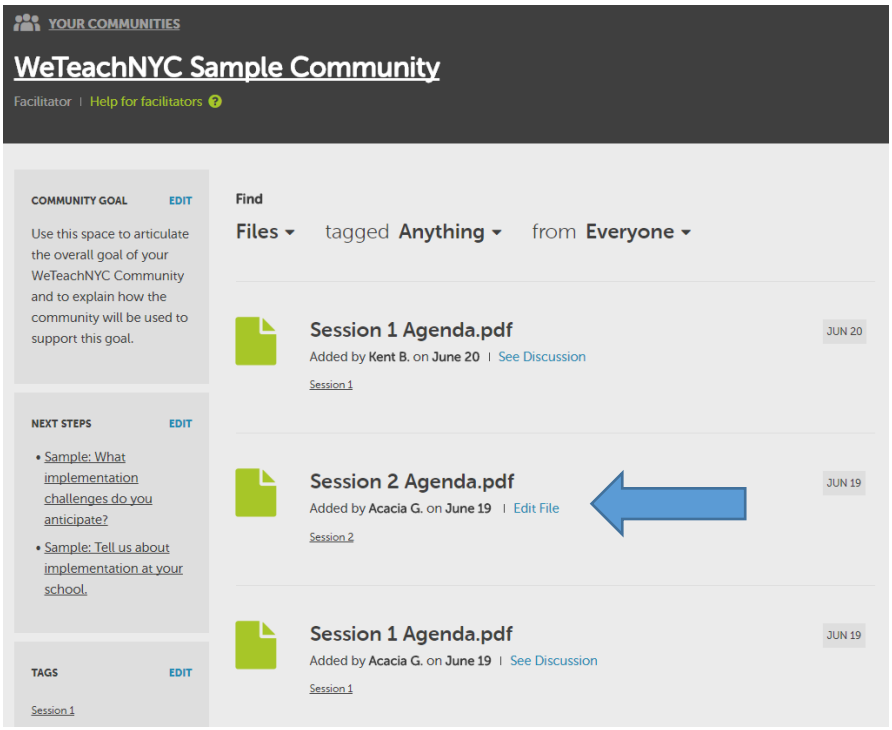
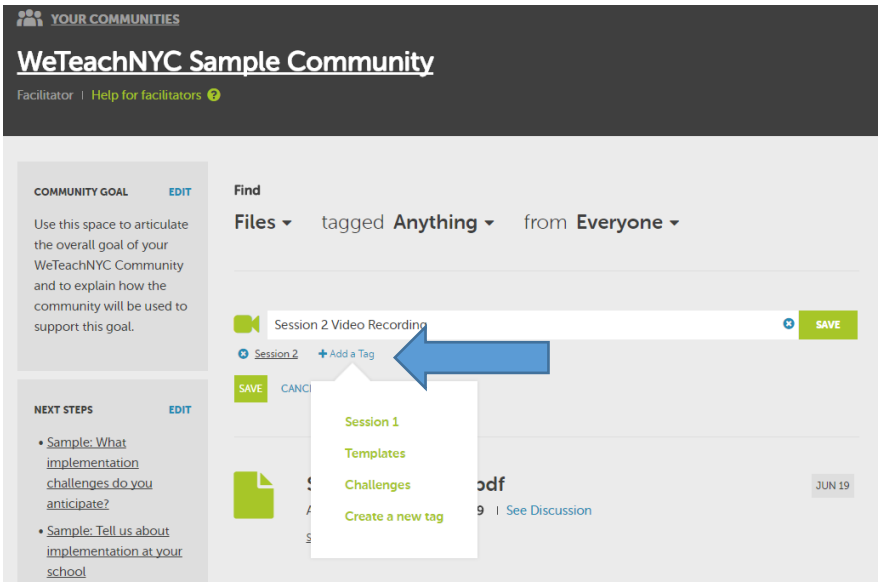
Adding a Tag to an Existing File, Link or Video

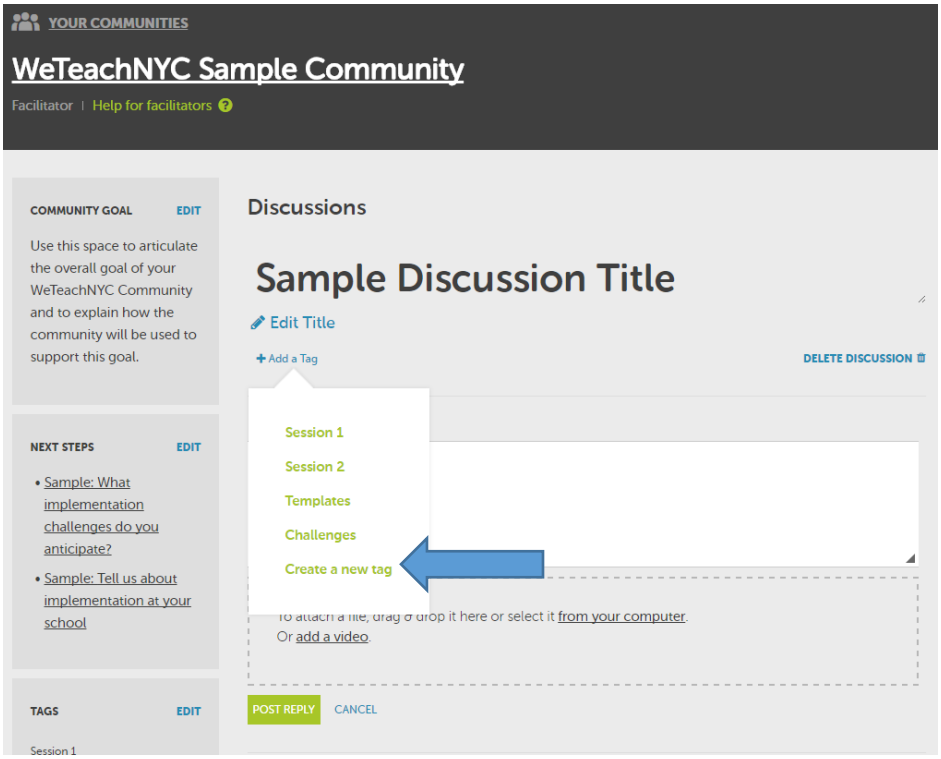
If you have an existing file, link or video and want to add a tag (or additional tags) select '**Edit File**'.



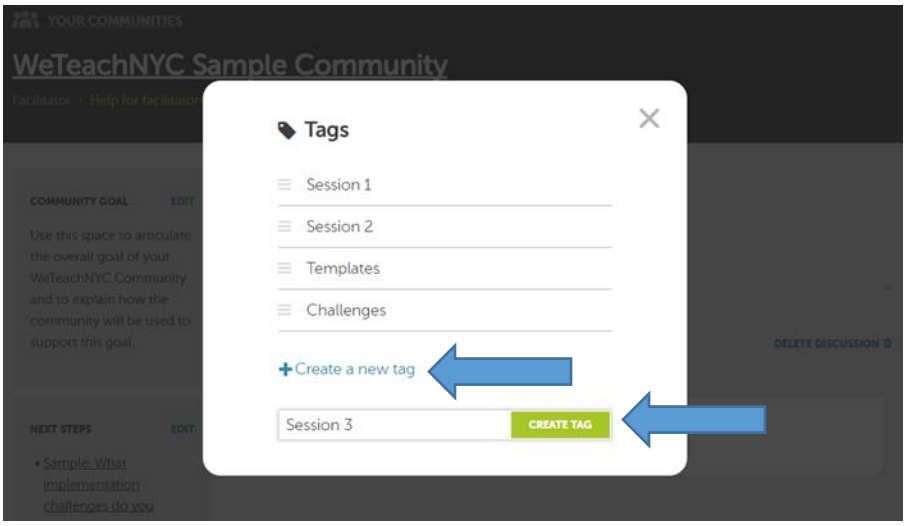
Then click '**+ Add a Tag**'. You will be prompted to select from a list of existing tags.



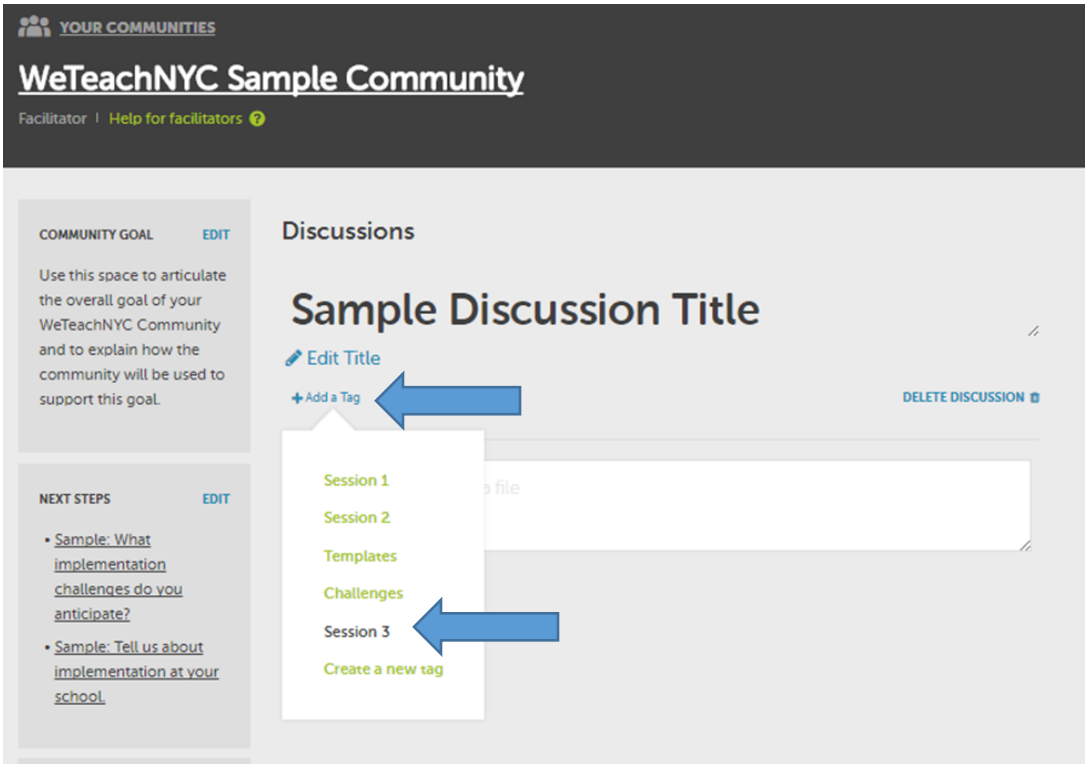
If you need to create a new tag for this discussion, you can select '**Create a new tag**' from the dropdown menu.



Then click '**+ Create a new tag**' and type the name of the tag in the box provided. Then click '**Create Tag**'.



Then go back to the discussion and click '**+ Add a Tag**' under the discussion title and the dropdown menu with your new tag will appear. Click on that tag to associate it with this discussion.



Facilitator Tip:
All discussions, files, links or videos should have at least one tag so community members can easily find the content they need. Adding multiple tags to a file, link, video, or discussion provides multiple access points for community members.