News Tags

News Tags allow you to be able to tag your news articles to ''categorise'' them to be able to search articles that are part of that tag within the news page - filter.

> **NOTE: this functionality is linked to the NEWS ADD ON. To check if this is available for your website, check your website Dashboard .**

1. Hover over CONTENT.

2. Hover over NEWS.

3. Click on TAGS.
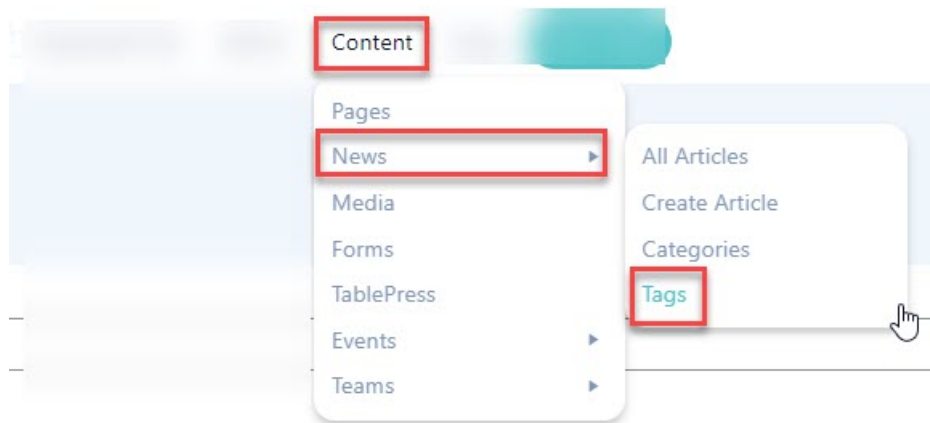
4. On the left hand side, fill out the information related to the specific tag.

    4a. Input a name for the tag.

    4b. Input a slug for this tag.

    4c. Add a description (if needed).

Add New Tag

Name

Junior News

The name is how it appears on your site.

Slug

jnr-news

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description

The description is not prominent by default; however, some themes may show it.

Add New Tag

5. Once done, click ADD NEW TAG.

The tags will then appear on the right hand side list.

	Name	Description			Slug	Count
☐	Americas News	–	●	●	americas-news	0
☐	APAC News	–	●	●	apac-news	2
☐	EMEA News	–	●	●	emea-news	0
☐	info-hub	–	●	●	info-hub	10
☐	IWG News	–	●	●	iwg-news	0