

Tagging Records

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1. Conduct a [search](#) to locate the records you wish to tag.
2. If you only wish to tag a subset of the returned records use the steps outlined in [Selecting records to tag](#) to select the specific records.
3. Select the type of tag you wish to add to the records (Public or Secret). Public is selected by default.
4. Enter a word or phrase for the tag.

The screenshot shows a web interface for tagging records. At the top, it says "Displaying tags for selected records (3)". Below this is a light blue banner with the text "Adding or removing tags will only affect the selected records (3)" and a "Clear Selected" button. Underneath, there's a section for "Oceans" with a trash icon and a "Number of selected records." label. A red arrow points to the number "3" in the banner. Below that, there's a section for "Existing tag on selected records" with a dropdown menu set to "public" and a text input field containing "climate change". A red arrow points to the "climate change" text. To the right of the input field is a "+ Add Tag" button, with a red arrow pointing to it and the text "Click to add tag to records". Below the input field is a "Choose a theme page:" label and a dropdown menu.

5. Click the '+ Add Tag' button. The tag will be assigned to the records.

- Adding a tag to 50+ records can take up to 5 minutes as all the tagged records need to be re-indexed.
- As explained in the [Search for records](#) section of this document, all records you have access to will be returned in the default search. Adding a tag with the default search loaded will add the tag to all records.

More information:

- [What is a tag?](#)
- [Bulk Tagging Tool panes](#)
- [Selecting records to tag](#)
- [Deleting tags](#)
- [Adding records to a Theme Page](#)

« [Selecting records to tag](#) [Deleting Tags](#) »