# Tag Page

## Tag Page

Tagging gives another level of meta data for pages to make it easier to find and organize information. Tagging can be accessed through 2 spots. The first spot is at the bottom of the page by clicking the **Edit tags**. The second spot is available by clicking **More** -> **Tag page**. To start let's look at Edit tags which is available at the bottom of the page:

**Edit tags**



Click **Edit tags** which will present you with the following interface:



You can add a tag by typing the tag into the field and then click the **Add tag** button and it will then be added to the Existing tags list as follows:



If the tag is already being used in the system then it will automatically suggest that tag for you as follows:



To remove a tag hover over the tag you want to remove and then click the icon with a red dot on it to remove it:

This will then strikeout the tag to be marked for delete. If you accidentally hit the remove tag button you can hover over the same tag and click the icon with the green circle to restore the tag:
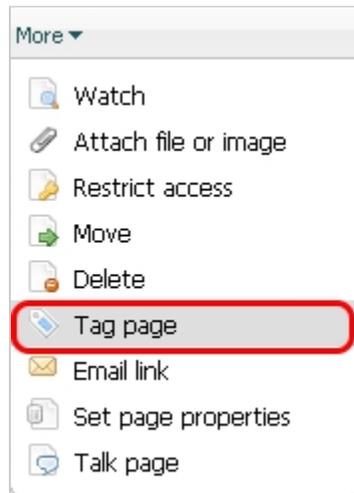


Once you have made changes, then click the Return to view tags and you will then see the tags at the bottom of the page as follows:



The other way to edit the tags is to go to More -> Tag Page. The dialog under More -> Tag Page will not give auto completion of tags, but it is a good interface to add tags in bulk
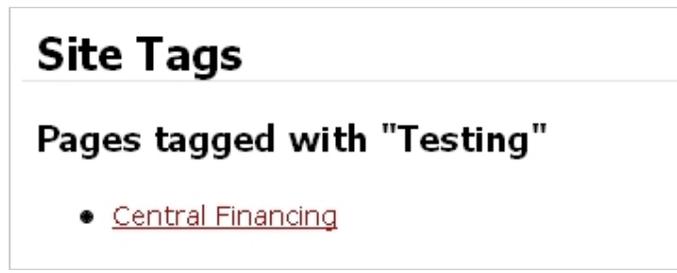
**More -> Tag Page**



This will then open up the following dialog:

You can add one Tag per line and when you have added the tags click **Tag page** and that will then show pages at the bottom of the screen as follows:



Each tag is hyperlinked which links to a page that shows all pages tagged with that tag like the following:



**Special Tags**

There are special tags that you can use to add more significance to the page like the following

**definition tags (define:)**

define takes ownership of a tag; all references to that tag in other pages automatically link to the page which holds the definition of the tag instead of the explorer view. The page which holds the define tag also displays a "Related Pages" list, which contains a list of pages which contain the defined tag. Only one page may hold the definition for a tag, but one page can have multiple defined tags.

Example: If you have a page that you want to be the focal point of the tag cooking then you would click **Tag page** and add the following: *define: cooking*

This will then add a Related Pages section at the bottom of the page that will display other pages tagged with cooking:



**chronotags (date:)**

date are tags which are associated specifically with a date. The input form accepts most natural language inputs: date:now, date:tomorrow, date:2007/08/13, date:January 12th, 2005. Clicking a chronotag link exposes an events view. Much like the explorer view, the events view displays all pages with the same date, but it also allows the selection of a dates to display all pages that fall within a range of dates. Sometimes the natural language processor will fail to convert your input into a date (example: "date:oaiwjeoifajf") - in that case, the whole tag is treated as a normal-class of tags.

Example: Tag a couple of pages today which can be seen as follows:



Once you click Tag page, this will render the date that is associated with the tag which looks like this:



When you click on that Tag, you will see a list of events that are tagged with Today:

**Events**

From: 2008-12-15  to  2009-01-14  [View events]

**2008-12-15**

- Events/Marathon
- Events/Party

This is a great way to add and manage events in MindTouch