

## Tagging news stories

News stories can be put into categories by selecting tagging on the add/edit news item screen.

You can add a tag by clicking on the link 'Add a tag'.

To add new tags, go to 'Add tag' in the 'News' section of the main menu.

Type a name for the new tag and click 'Save' which is in the top right corner to save. Click 'Cancel' to discard any changes.

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<http://www.youdu.co.uk/KBV2/KnowledgebaseArticle10045.aspx>

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