

# Post Tags

## What is a Post Tag?

You can assign keywords to your posts using Post Tags. Unlike categories, tags have no hierarchy, meaning there's no relationship from one tag to another.

What's the difference between categories and tags? Normally, tags are ad-hoc keywords that identify important information in your post (names, subjects, etc) that may or may not recur in other posts, while categories are pre-determined sections. If you think of your site like a book, the categories are like the Table of Contents and the tags are like the terms in the index.

Go to Posts

When adding a new tag on this screen, you'll fill in the following fields:

The screenshot shows the WordPress 'Add New Tag' interface. A sidebar on the left contains navigation links, with 'Posts' and 'Tags' highlighted. The main content area has three input fields: 'Name', 'Slug', and 'Description'. Annotations with red arrows point to these fields:

- Name:** The name is how it appears on your site.
- Slug:** 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 display it.

Below the form is a 'Popular Tags' section showing a list of existing tags like 'announcement', 'development', and 'update'. On the right, a table lists all tags with their counts.

Name	Description	Slug	Count
add users		add-users	1
announcement		announcement-2	21
archive		archive	1
authentication		authentication	1
autocomplete		autocomplete	1
avatar		avatar	2
backup		backup	1
blog lifecycle		blog-lifecycle	1

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at [elarning-support@arts.ac.uk](mailto:elarning-support@arts.ac.uk)



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