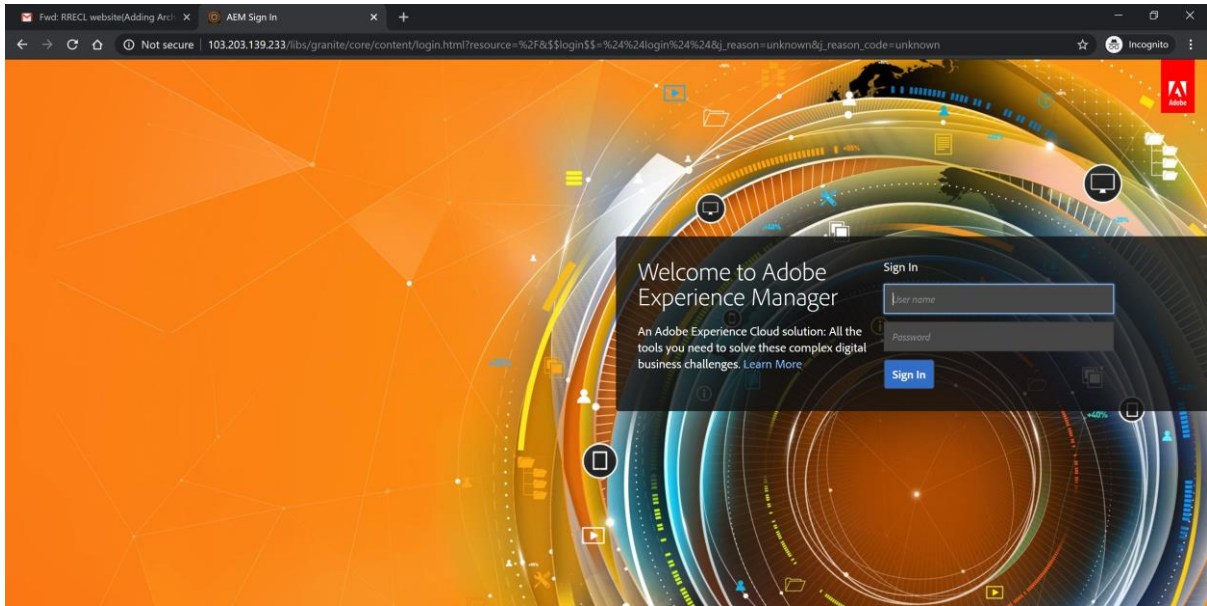
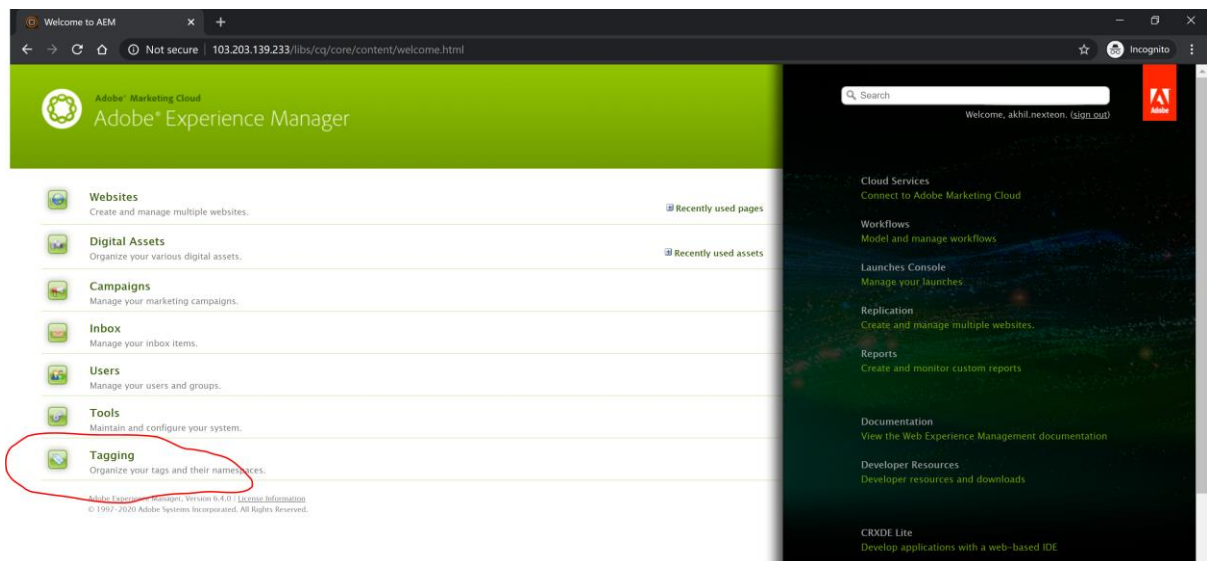


Steps to add Tags for SEO on the web portal

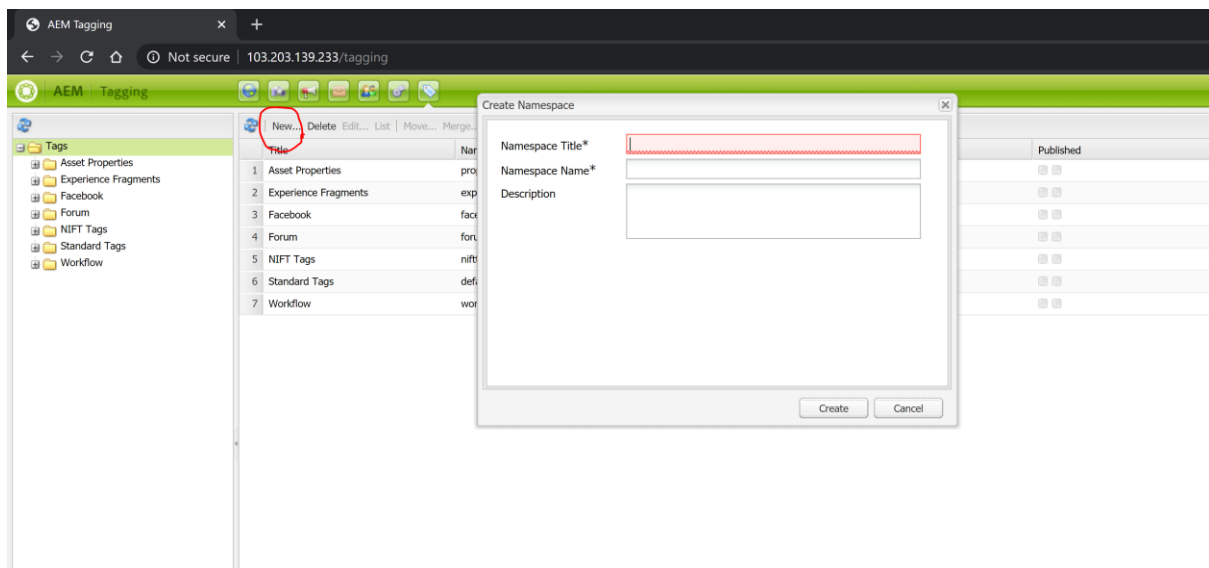
Step 1- Login to the Adobe experience manager and sign in with the credentials.



Step 2- Click on Tagging shown below-



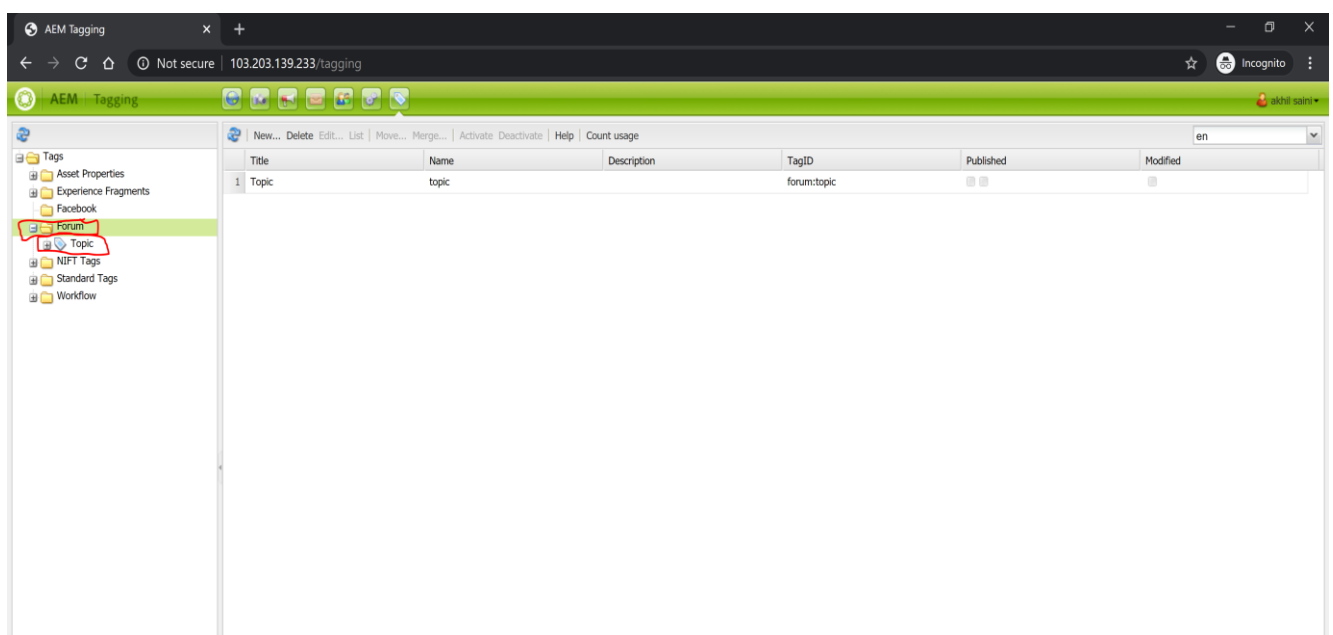
Step3- Click on “**New**” and fill the “**namespace title**” and “**namespace name**” details (as name of your tag)and click on **create** .



After step 2 the tag will be created and can be seen in the side bar you can also create sub category tags by first clicking on the created tag and repeat step 2.

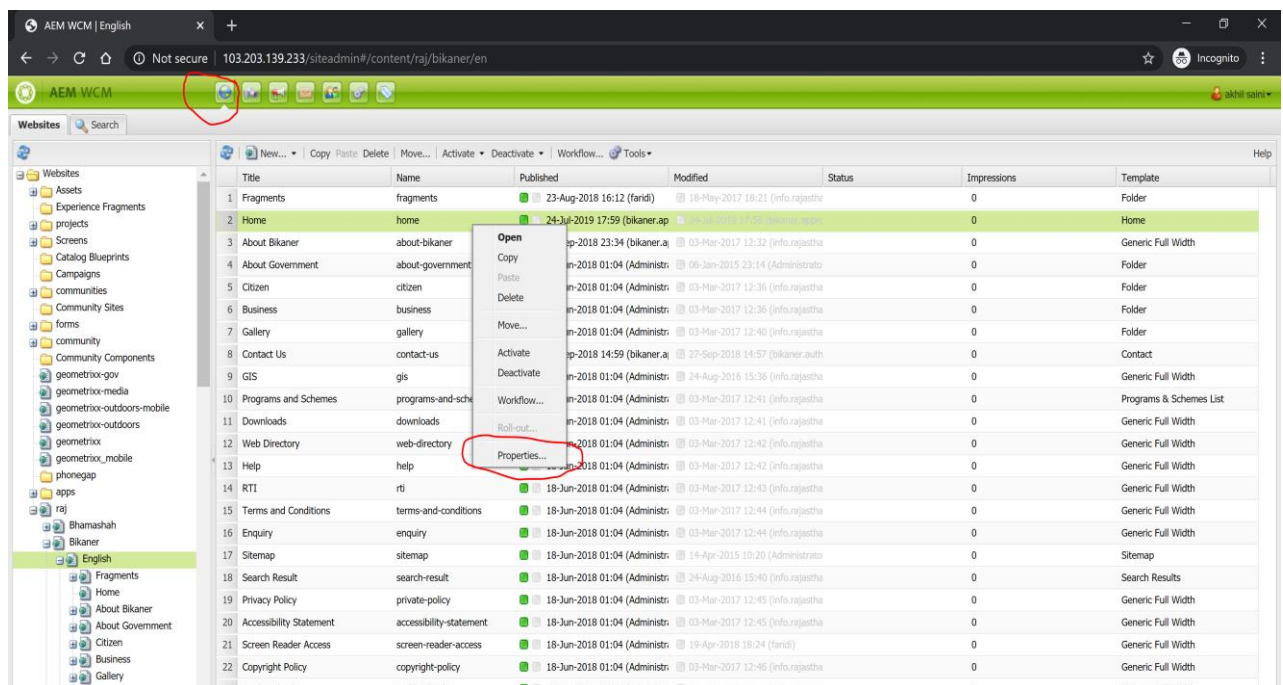
Note-Before creating sub category tags you first need to click on the particular namespace and then create a new tag to maintain a proper hierarchy.

Below seen “**Forum**” tag is the sub category tag of “**Topic**” tag.

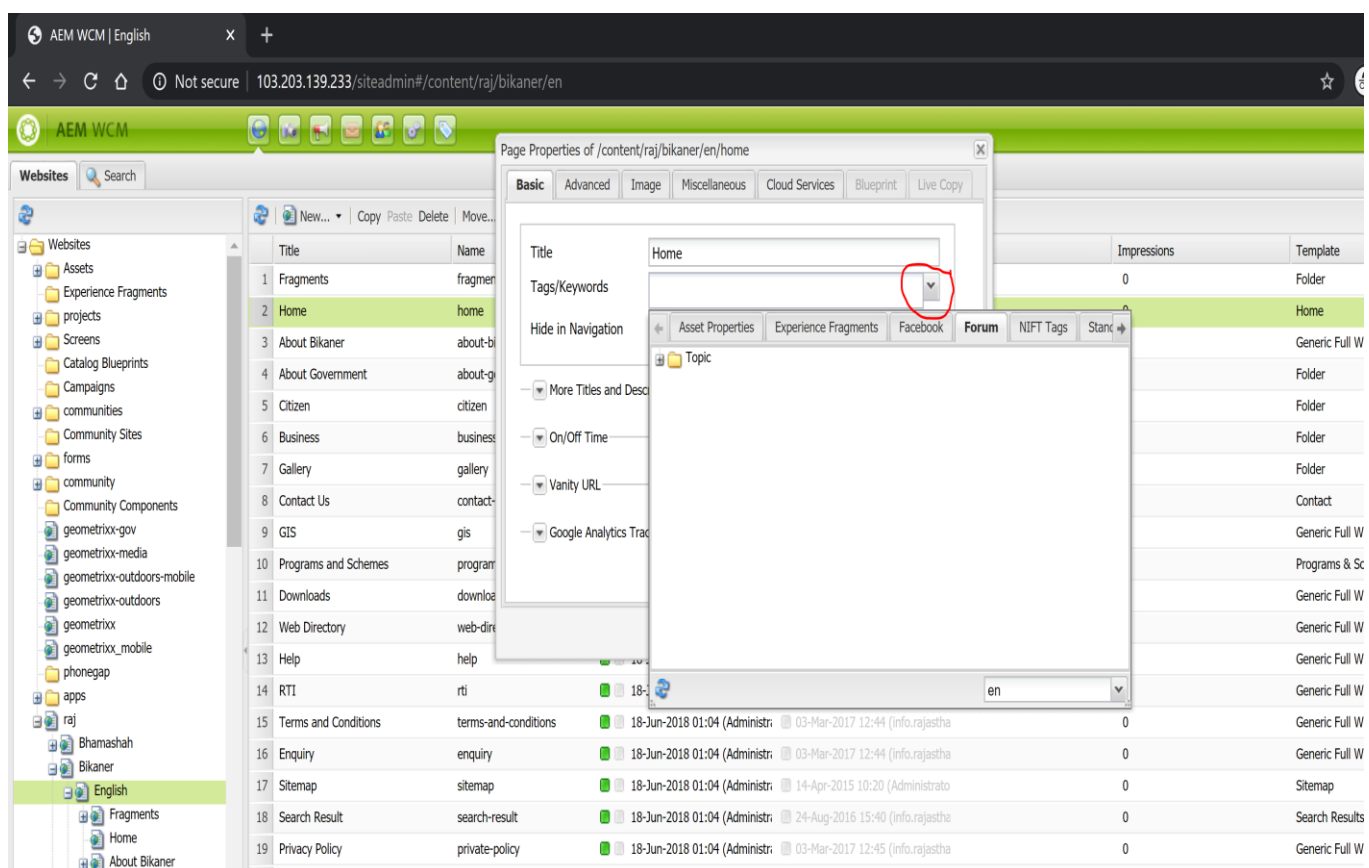


The next step is to add that tag to the web page .

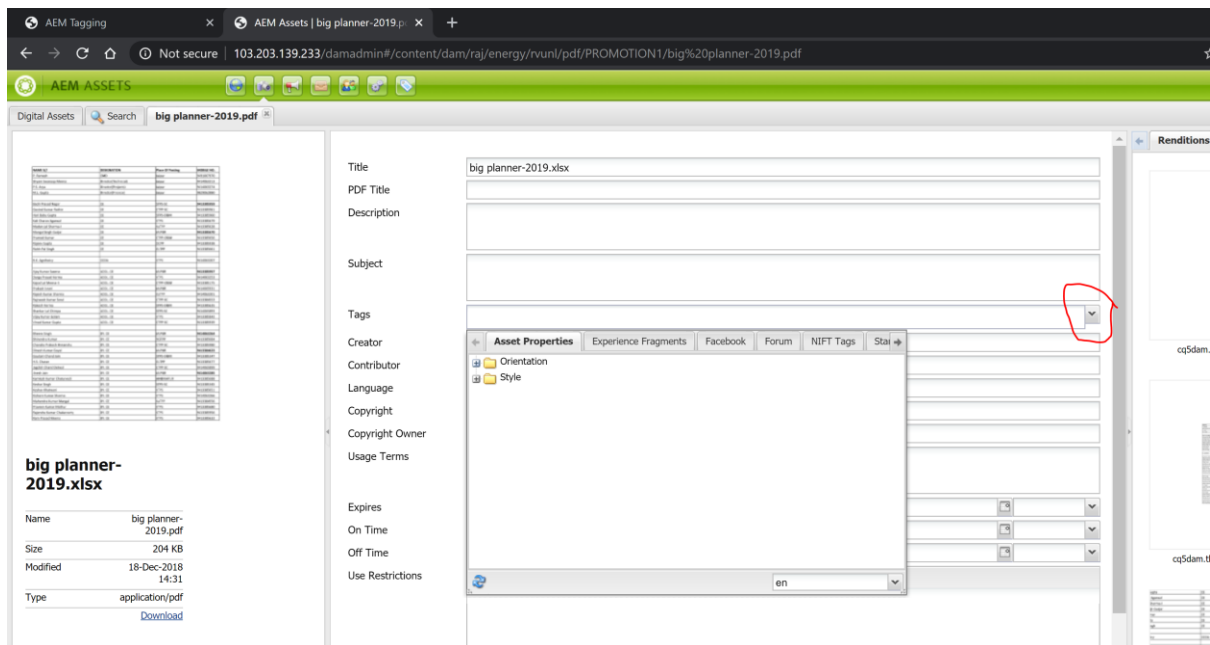
Step 4- click on websites and navigate to the desired webpage. Now right click on page and click on **properties**.



Step 5- Now click on the **tags/keywords**, all the tags are listed here find the namespace/tag that you have just created and click on the tag ,the tag is now added to the webpage(Done).



The tags can also be added to the dam assets (imges/pdf) by opening the document in the **damadmin** console in aem and click on **tags** as shown below-



Thank You.