Magazine Website Editing Guide: Related Tags and Recommend Stories

IN THIS SECTION

- Creating Tags
- Adding Tags and Highlighting Recommended Stories
When inserting story pages on the magazine site, you have to the option to associate tags with the story page.

**CREATING TAGS**

Navigate to the settings section in the magazine.

Right click on the tags folder and select *insert* >> *Tag*.

Give the tag a name.

**Example:**

*Enter the name of the new item:*

```
Fall 2016
```

**OK**  
**Cancel**
Press **OK** to confirm

The name you entered for the tag should automatically pre-populate the tag field as shown below

Repeat the above steps to create more tags to use for your story pages

**IMPORTANT**: If creating **new tags**, please tag the assigned developer the name of the tags you created for this to update the code and make sure these tags are moved over to the production server when the site is launched

Once your tags have been created you may navigate to a story page to associate a tag and or tags with a particular story

**TAGGING STORIES**

Click on the story you wish to tag

Navigate to the **Tags** section as shown below located in the content pane

Select the tag from the tags window you wish to add to the story page
While selected, click on the right arrow to add the tag to the selected window

See example below

Repeat the above steps to add more tags

We recommend no more than 6 tags per story

Use the up/down arrows in the selected window to rearrange the order of a tag

Select the tag name, while selected use the up/down arrow to change the order in which the tags will display via your story page
Click on the left arrow to remove a tag from your story page while the tag is selected

If entered correctly, the tags should appear as such on your story page

**TOP SECTION** --- Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry’s standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker

**RECOMMEND STORIES**

To add recommend stories to your story page navigate to the recommend stories section

In this section you have the ability to add up to 6 recommended stories per story page

By default, if the field labeled **recommended link one** is left blank, the recommend stories section on the story page will not display since this is a required field for all other links to display for recommended links
To add a recommended story, click on insert link

The sitecore internal link window will open allowing you to link to an existing story

Navigate to the page you wish to link to (in the example above we will link to the story “Fintech at the Crossroads” locaed in the Spring 2016 section underneath the features section

In the link description field you will need to enter a name for the link. This is what will be displayed on the story page for the user (This field is required). For WCAG purposes, it is also recommended to include a name in the “alternate text” section. This can be the same name as the link description

Once done, press the OK button at the bottom of the page

Repeat the above steps to add additional links to recommended stories
If entered correctly, the recommended stories will display as such in the right hand section of the story page:

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fintech at the Crossroads</td>
</tr>
<tr>
<td>How the Magazine Started</td>
</tr>
<tr>
<td>Chicago Booth and The Making of the Magazine</td>
</tr>
</tbody>
</table>

Ipsum is simply typesetting in the industry's eye of the 1500s, when of type and