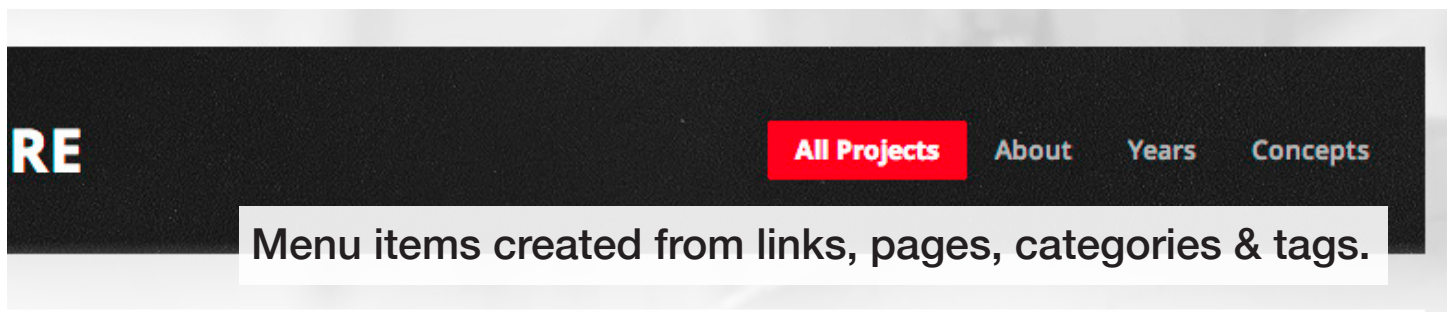
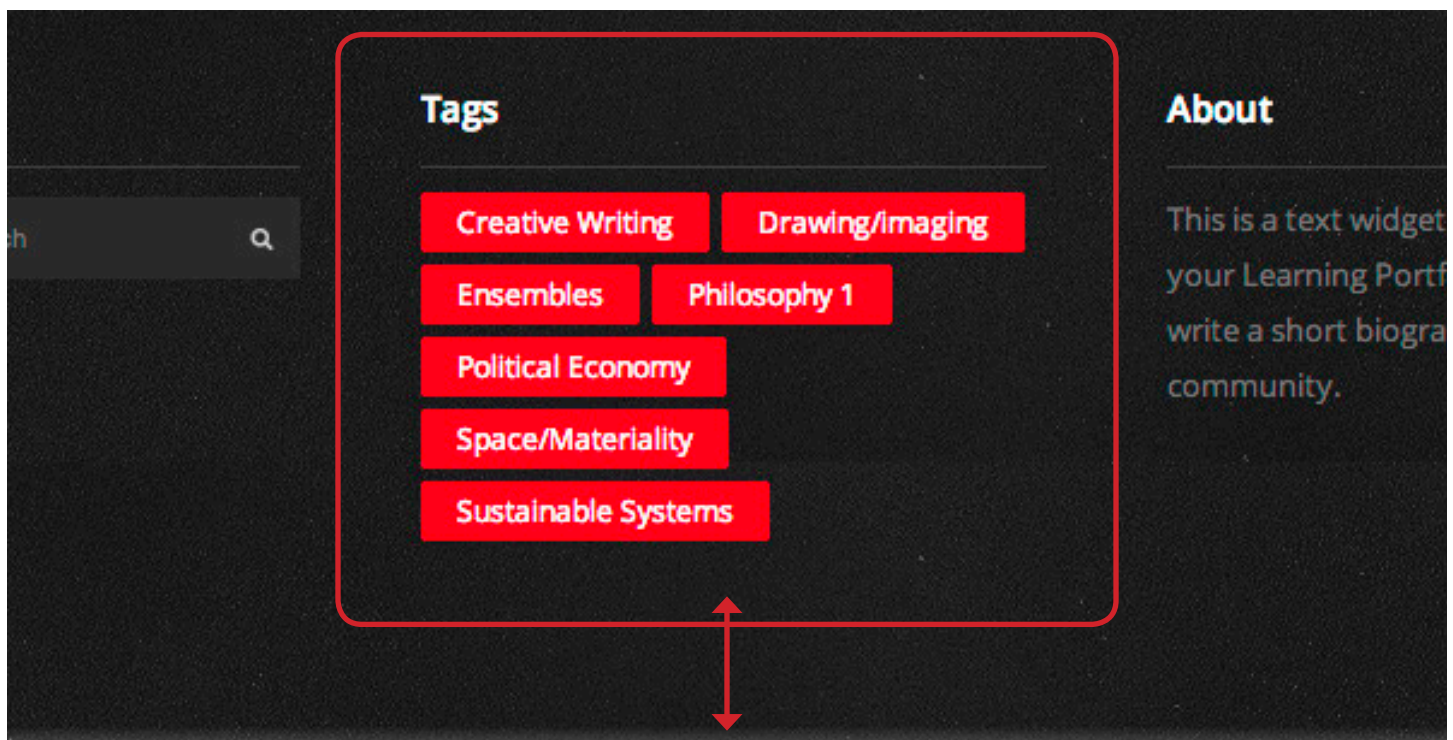


Using Categories And Tags

There are a few ways to organize and search your work in the Learning Portfolio, but Categories and Tags are the two most important. Both help you reflect back upon the work and also allow you and also visitors to understand the relationship that exists across the images, text, videos, and other content that you've created in the various projects, classes, or years at The New School.



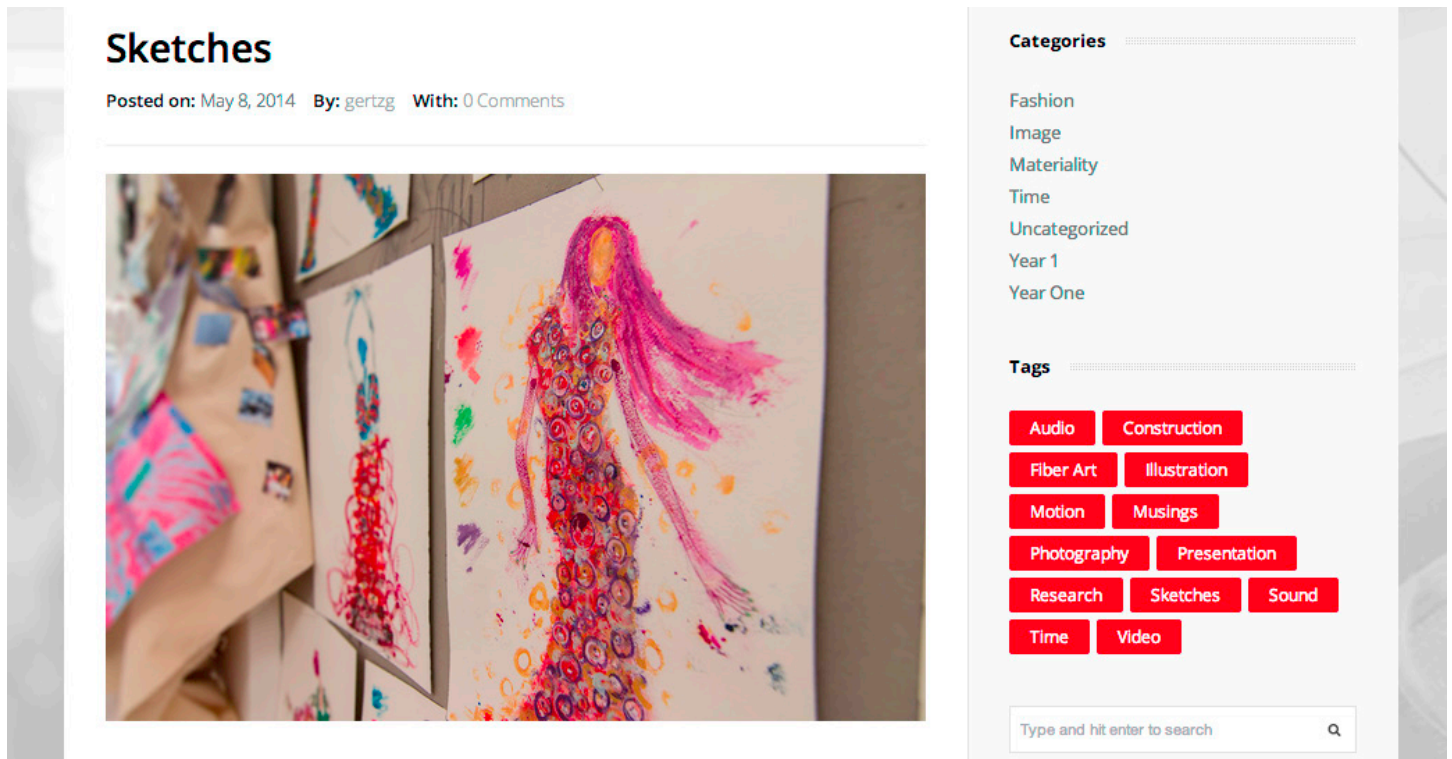
Learning Portfolio



Categories

When you add content to the portfolio (for example a series of sketches related to an early stage of a project or drafts of essays leading to a final paper) you have an opportunity to use an existing category or to add a new one. Use categories to represent the BIG ideas that frame the post for a visitor.

These were sketches created in the first year course Time (PUFY 1040).



Sketches
Posted on: May 8, 2014 By: gertzg With: 0 Comments

Categories

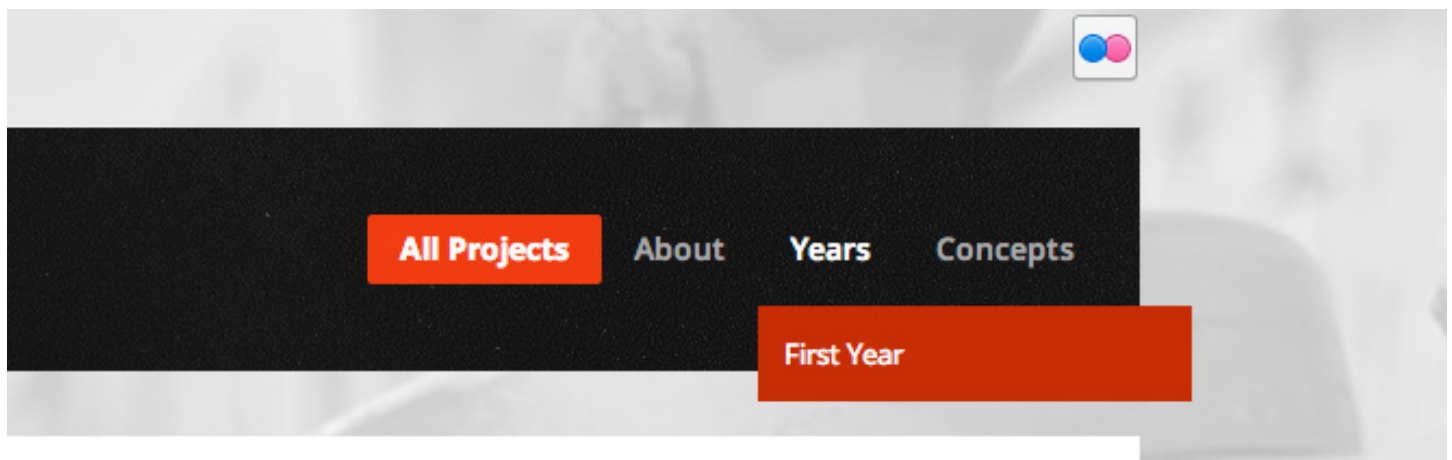
- Fashion
- Image
- Materiality
- Time
- Uncategorized
- Year 1
- Year One

Tags

- Audio
- Construction
- Fiber Art
- Illustration
- Motion
- Musings
- Photography
- Presentation
- Research
- Sketches
- Sound
- Time
- Video

Type and hit enter to search

So the biggest idea that should be used to categorize the post would be “First Year.” This means that when a visitor goes to “Years” in your menu and clicks “First Year” the post would appear on screen along with all of the other posts that you categorized in this way.

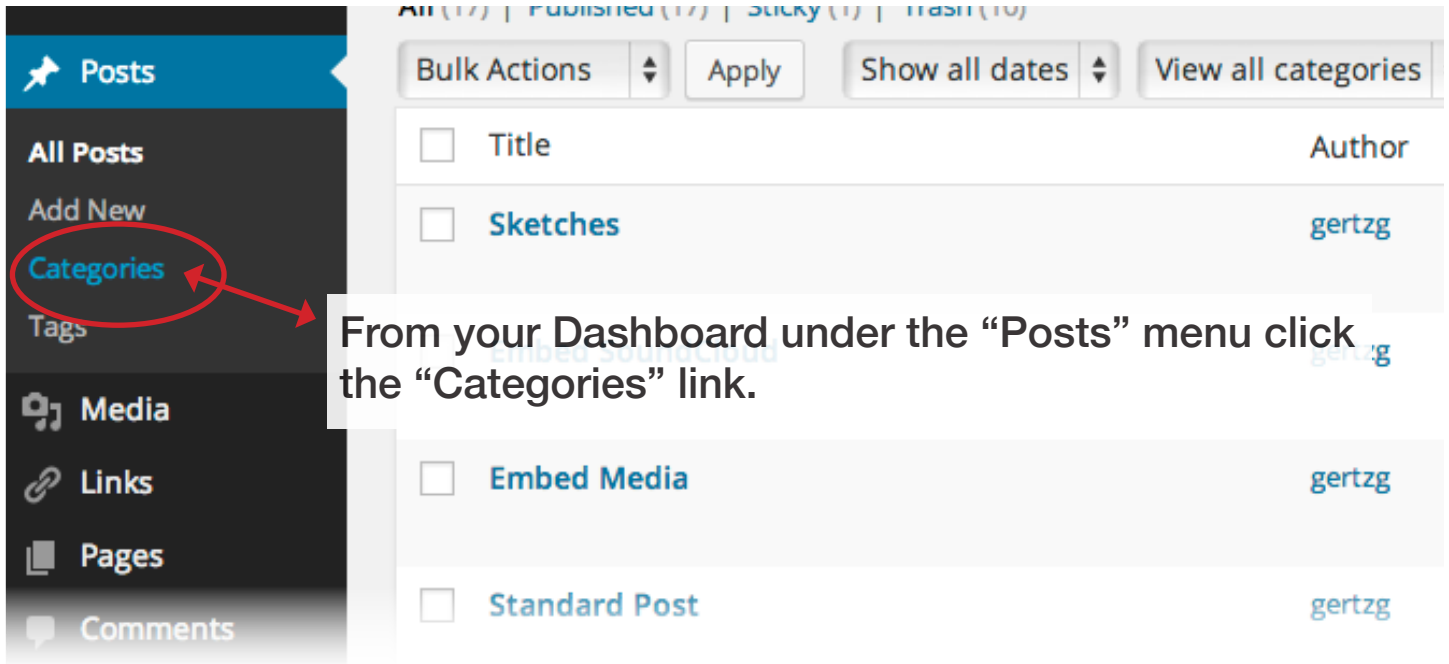


All Projects About Years Concepts

First Year

Follow these steps to create and use categories:

Step 1

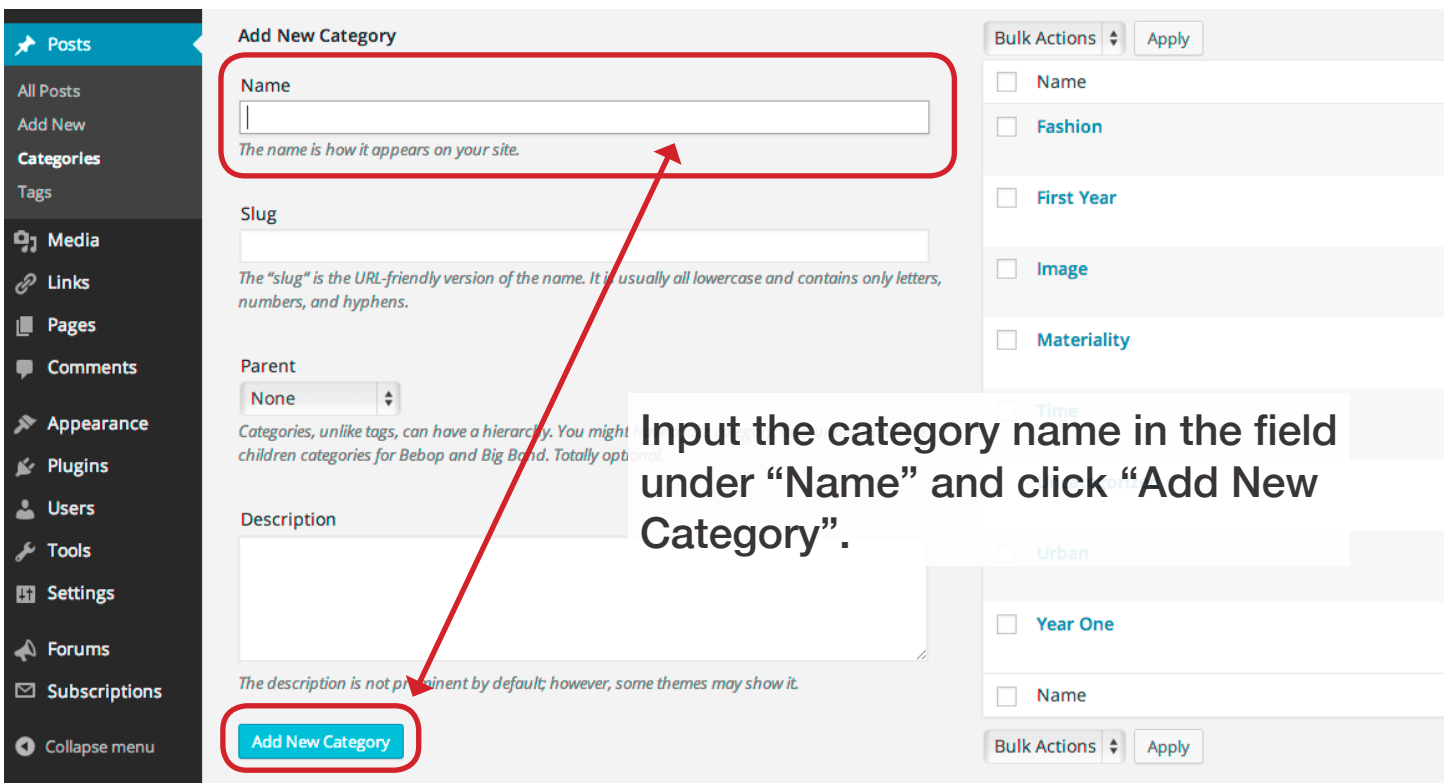


The screenshot shows the WordPress dashboard. On the left, the 'Posts' menu is expanded, and the 'Categories' link is circled in red. An arrow points from this link to a text box. In the background, a table of categories is visible, with 'Sketches', 'Embed Media', and 'Standard Post' listed.

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	Sketches	gertzg
<input type="checkbox"/>	Embed Media	gertzg
<input type="checkbox"/>	Standard Post	gertzg

From your Dashboard under the “Posts” menu click the “Categories” link.

Step 2



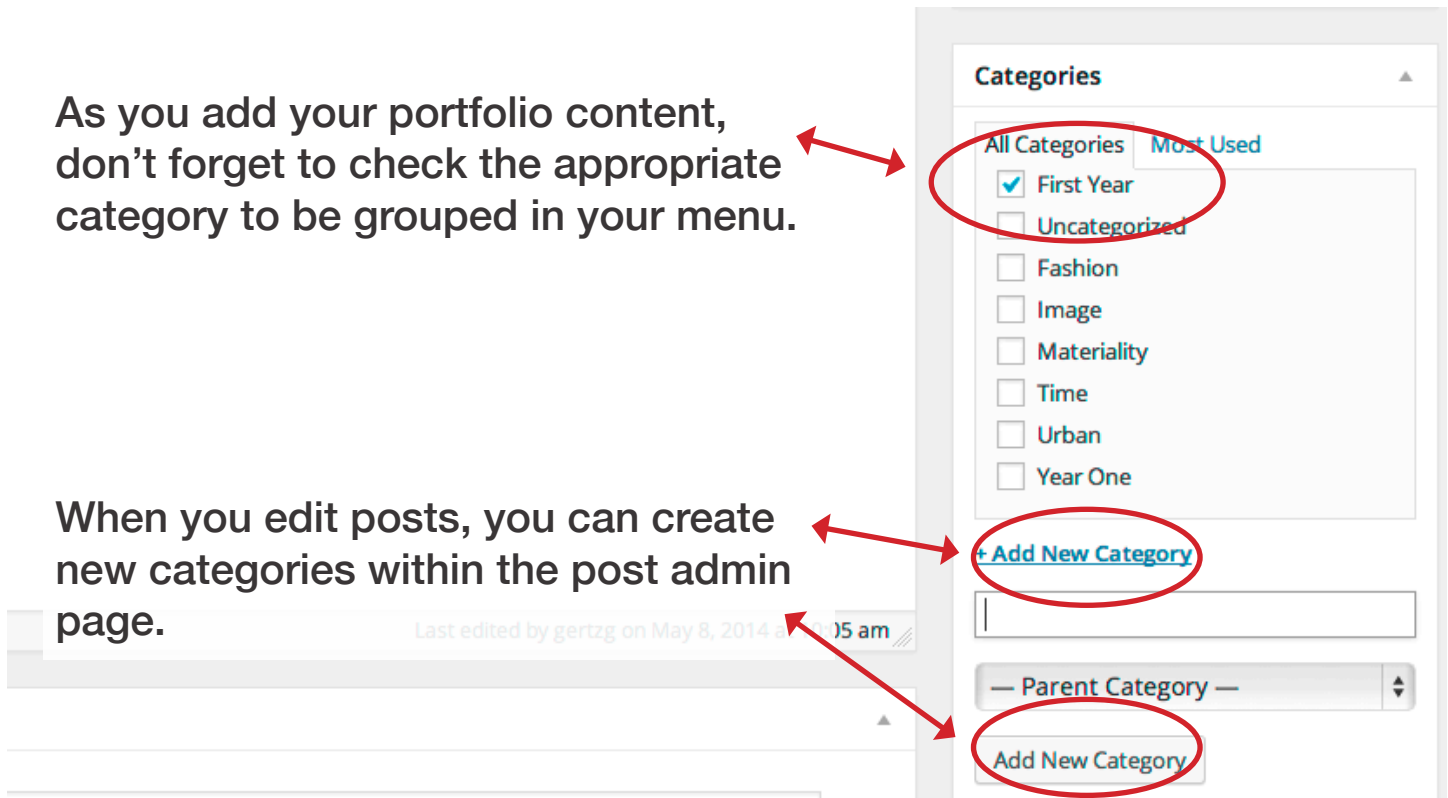
The screenshot shows the 'Add New Category' form. The 'Name' field is highlighted with a red box, and an arrow points from it to a text box. The 'Add New Category' button at the bottom is also highlighted with a red box. The form includes fields for Name, Slug, Parent, and Description, along with a list of existing categories on the right.

Input the category name in the field under “Name” and click “Add New Category”.

Step 3

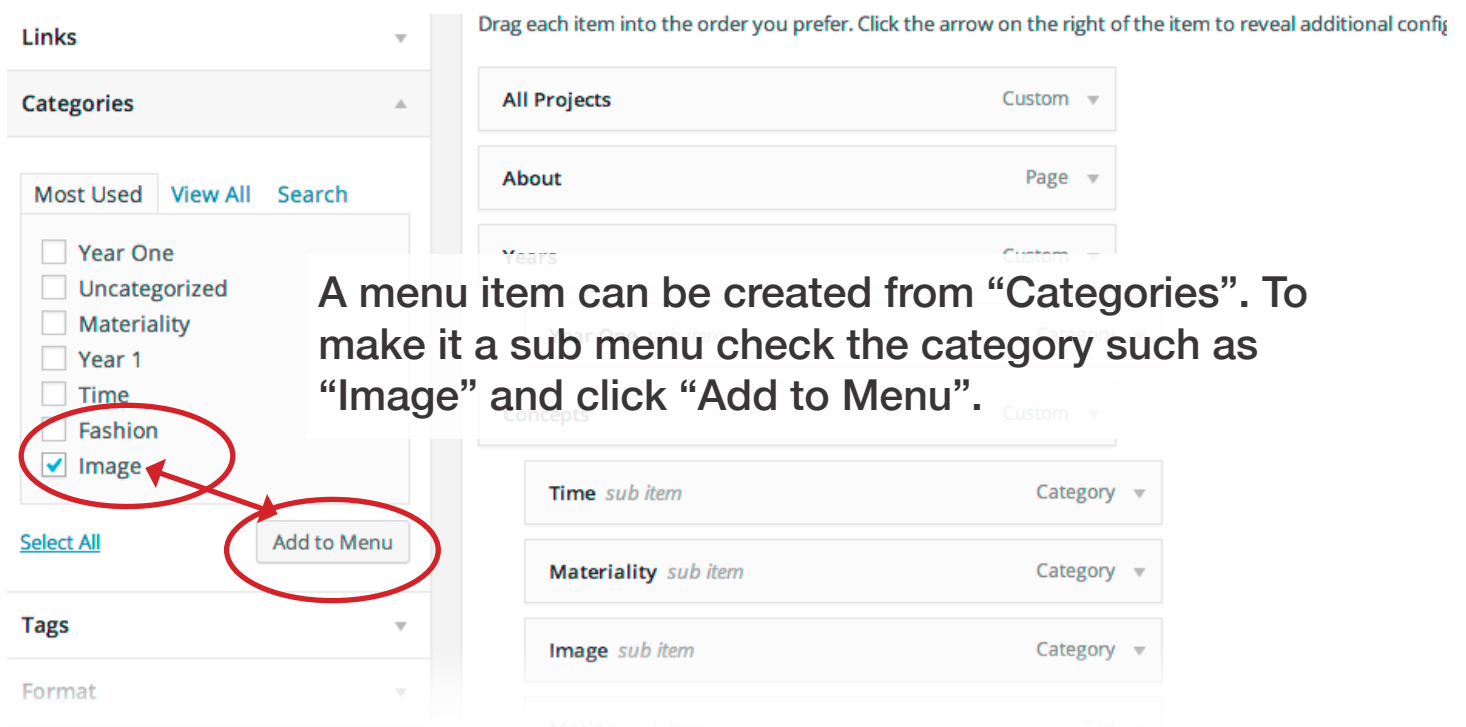
As you add your portfolio content, don't forget to check the appropriate category to be grouped in your menu.

When you edit posts, you can create new categories within the post admin page.



Once you have created categories don't forget to place them in your menu to display in the header menu. Read the tutorial, "Working With Menu Items" for more information and follow the steps below:

Step 1



A menu item can be created from "Categories". To make it a sub menu check the category such as "Image" and click "Add to Menu".

Step 2

The category is added to the menu. To make it a sub menu of “Concepts”, indent the category name.

Most Used View All Search

Year One

Materiality

Year 1

Time

Fashion

Image

Select All Add to Menu

Tags

Format

About Page

Year One sub item Category

Concepts Custom

Time sub item Category

Materiality sub item Category

Image sub item Category

Motion sub item Tag

Image Category

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Theme locations Main

Delete Menu

Step 3

Save Menu

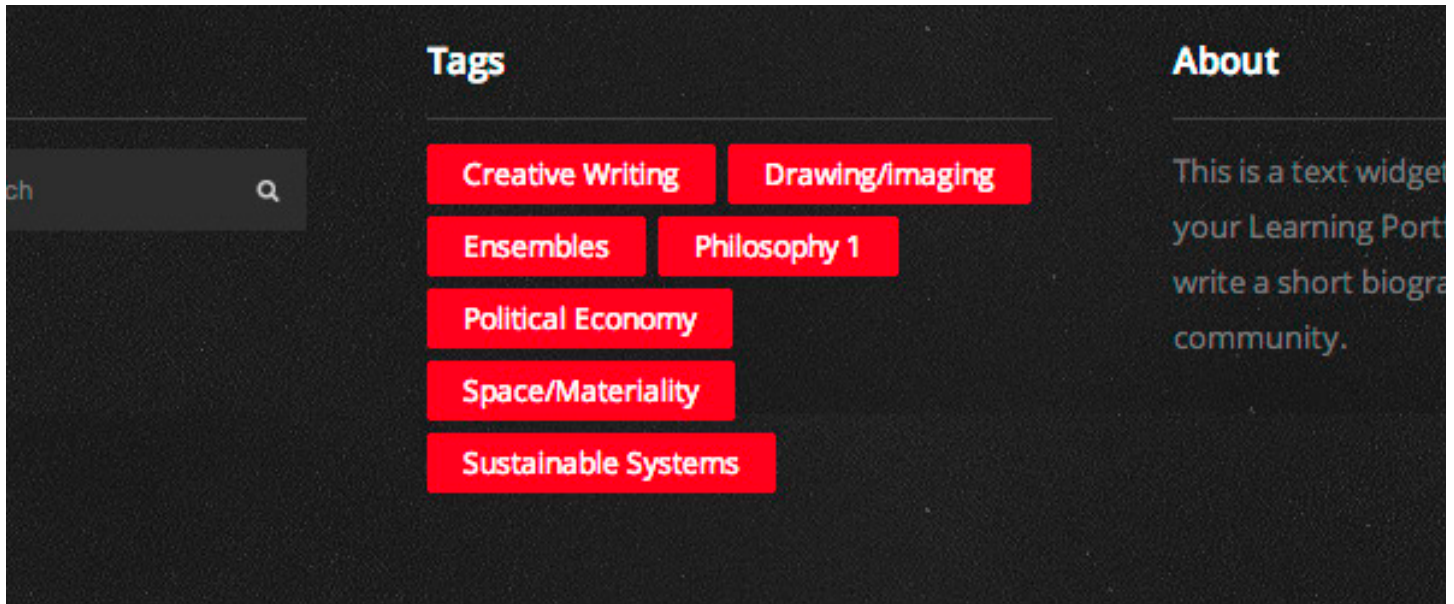
t of the item to reveal additional configuration options.

After you have made your edits, don't forget to click “Save Menu” located to the upper right of the page.

ry

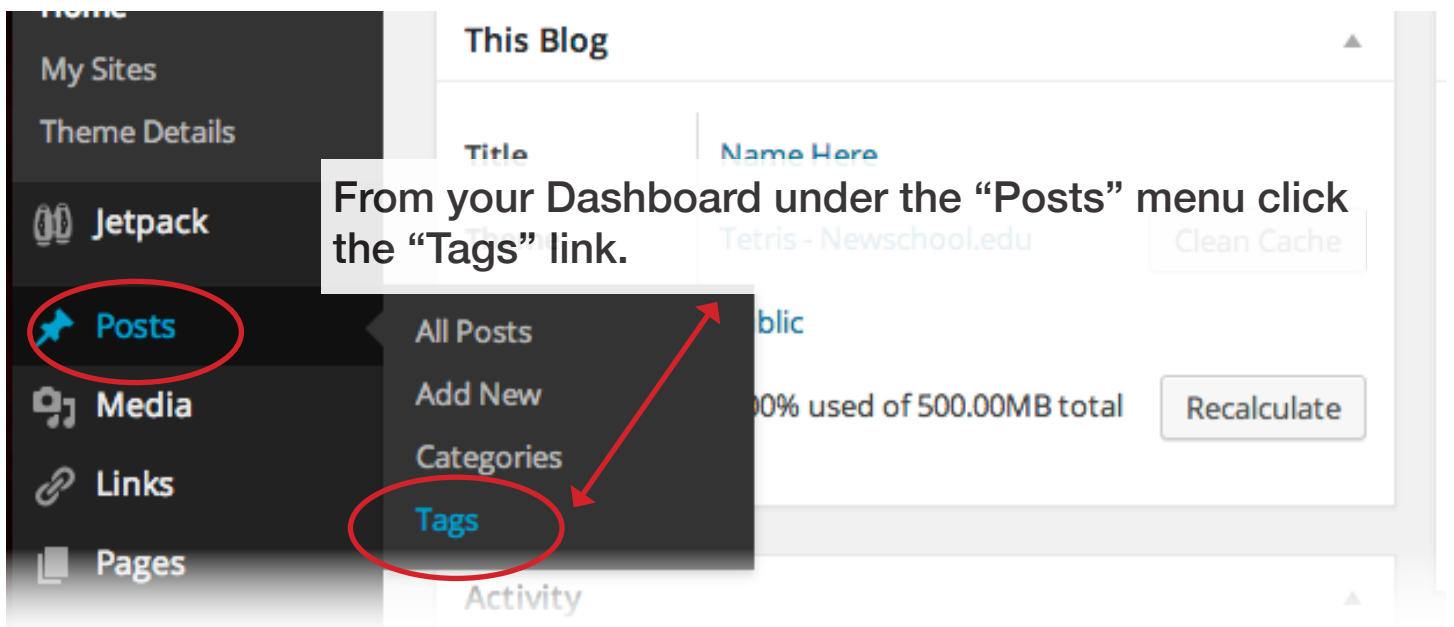
Tags

Tagging helps you organize and also search your own portfolio, as well as items shared with you by tags. You can tag items with course codes (PUFY 1400), subjects (Cultural Studies), purposes (research), or status (in process, final draft).



Follow these steps to create and use tags:

Step 1



Step 2

Popular Tags
[Audio](#) [Construction](#) [Fiber Art](#) [Illustration](#) [Motion](#) [Musings](#) [Photography](#) [Presentation](#)
[Research](#) [Sketches](#) [Sound](#) [Time](#) [Video](#)

Add New Tag

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is numbers, and hyphens.

Description

The description is not prominent by default; however, some themes may show it.

[Add New Tag](#)

Bulk Actions Name [Audio](#) [Construction](#) [Fashion Design](#) [Fiber Art](#) [Musings](#) [Photography](#) [Presentation](#) [Research](#)

Input the tag name in the field under "Name" and click "Add New Tag".

Step 3

Tags can also be added in the post admin page.

As you add your portfolio content, don't forget to include the appropriate tag to appear in your tag cloud or menu.

Tags

[Add](#)

Separate tags with commas

✕ Sketches

[Choose from the most used tags](#)

[Audio](#) [Construction](#) [Fiber Art](#) [Illustration](#) [Motion](#) [Musings](#) [Photography](#) [Presentation](#) [Research](#) [Sketches](#) [Sound](#) [Time](#) [Video](#)

Tags can also be added in the post admin page.

As you add your portfolio content, don't forget to include the appropriate tag to appear in your tag cloud or menu.