

Adding Tags and Categories to a Post

Tags and categories on posts are used to help readers locate information in different ways.

Categories are like chapters of a book; they provide a general overview of the topics you blog about. Whereas tags are more like the index at the back of the book and explode the topic into a million bits.

On a post you can add as many tags and categories as you need to make the post easier to locate.

Can You Help REDUCE The Frustrations Of Posting Comments Too Quickly!

March 15th 2009 by Sue Waters in [Using Blogs With Students](#) 20 Comments edit

What are your solution(s) to the following problem?

This is a category

If students posts their comments on the same blog within a few seconds of each other some of the students can end up losing their comments. They will get a warning message and when they return to the post their comment is gone.

1. How do you get your students to slow down when posting comments on the same blog?
2. What method(s) do you use to prevent student comments from being lost?

If you are enjoying reading this blog, please consider [Subscribing For Free!](#)

Tagged in [comments](#)

This is a tag

The categories and tags you use are displayed in your blog sidebar using the categories widget and tag widget. When your readers click on a categories or tag link in your sidebar it loads a page with all posts that use that tag or category.

Categories

Categories can have unique names and be wordy; you want them sufficiently descriptive so your reader understands the type of subject matter they will find when they click on the link. As a general rule you tend to limit the total number of categories you use on a blog.

Below are the categories used on The Edublogger (<http://theedublogger.edublogs.org/>).

POSTS BY TOPIC

- [All About Using Images](#)
- [Building Global Connections](#)
- [Getting Blog Design Right](#)
- [Growing Blog Readership](#)
- [Latest News & Updates](#)
- [Setting Up & Using Widgets](#)
- [Tips For Better Blogging](#)
- [Using Blogs With Students](#)
- [Working With Web 2.0 Tools](#)

Category Widget in sidebar

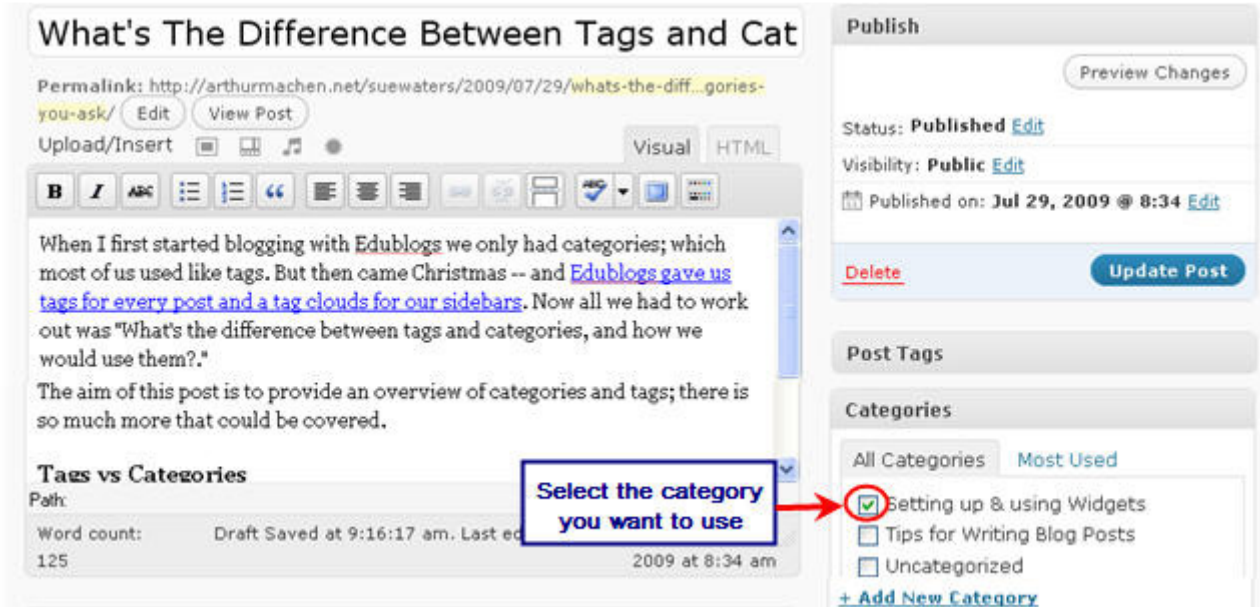
All About Using Images's archives

Is a picture always worth a thousand words?

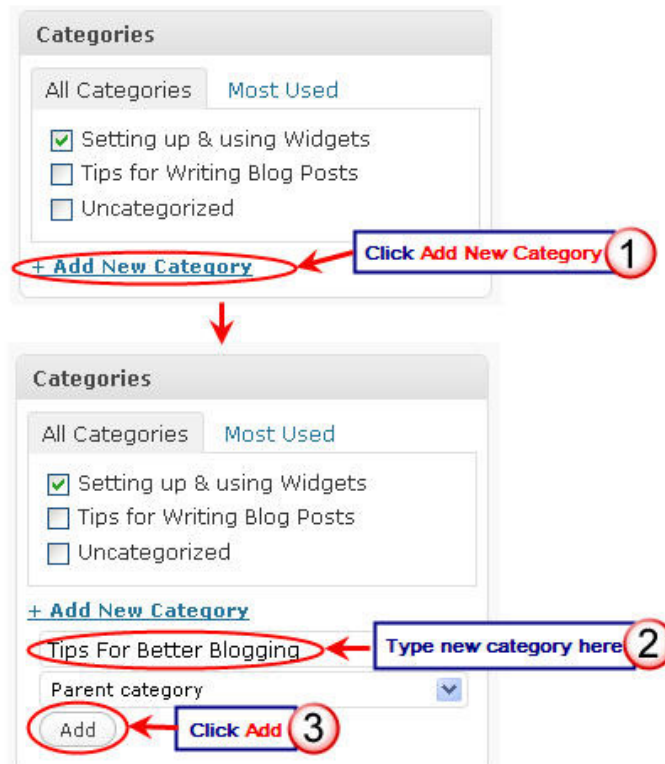
Add Categories

Categories are added when you write posts by either:

1. Checking the box to the left of the category you want to use



2. Clicking on the **+ Add New Category** link. Type your desired category in the **Add New Category** text box and then click **Add**

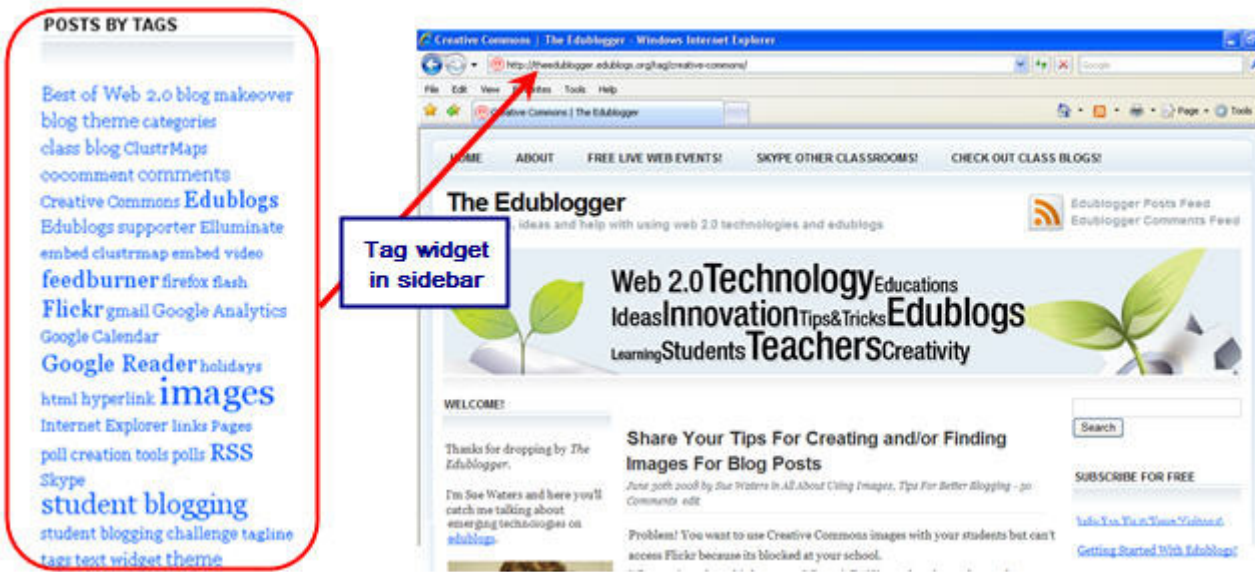


To remove categories from a post just uncheck the box to the left of that category.

Tags

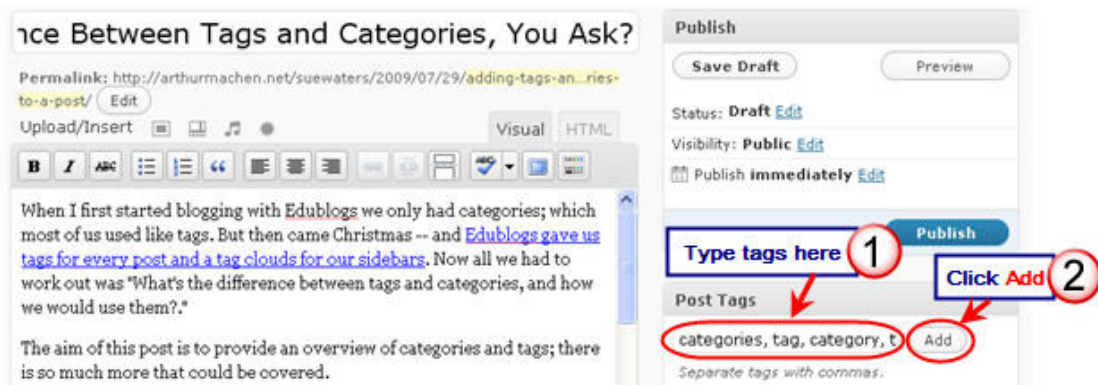
Tags are displayed on your blog as a tag cloud; clicking on a tag name will take your readers to all posts tagged with that term. Tags are normally short, one or two words, and are generally keywords (i.e. terms readers would be likely to use if they searched your site); terms that your readers will understand.

Below are the tags used on The Edublogger (<http://theedublogger.edublogs.org/>). The larger the sizes of the word in the tag cloud the more posts that have been tagged using that term.



Adding Tags

Tags are added when you write posts by typing your desired tags in the **Add New Tag** text box and then clicking **Add**.



Each tag needs to be separated with a comma otherwise the system considers the words to be one tag.



To remove tags from a post just click the X to the left of that tag.