

# Using the Tagging Features in Digication

1. Click on the “Edit” tab on the upper left corner atop the banner. (See image 1.1)



Image1.1

2. Scroll down to the “Tag this Page” box. (See image 1.2)

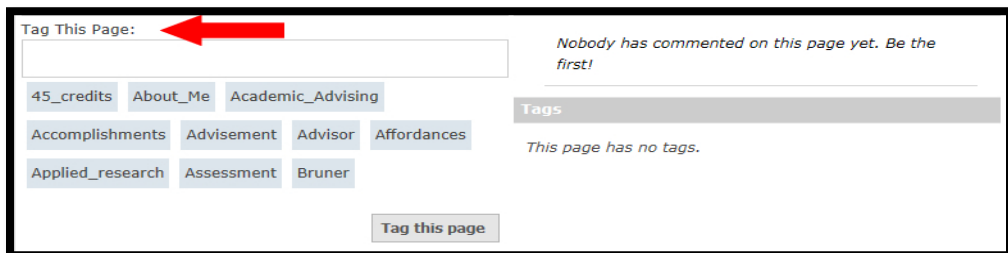


Image1.2

3. A drop down menu of all tags available at LAGCC will appear. Choose and click the appropriate tag. (See image 1.3)

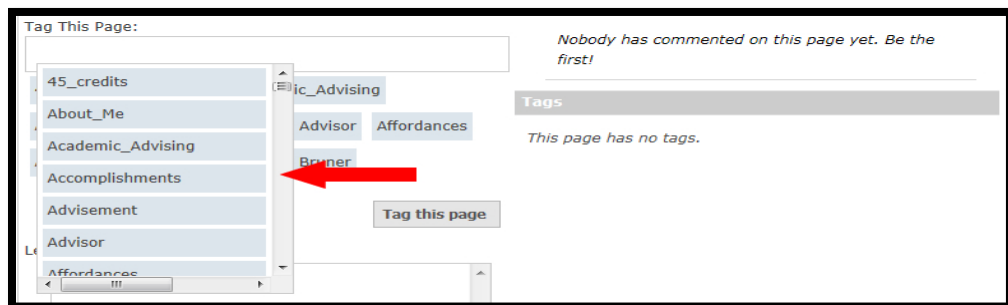


Image 1.3

4. When done, click on the “Tag this Page” button. (See image 1.4)



Image1.4

**Note: not all ePortfolios can be tagged; you can only tag it if the ePortfolio is set to 'Allow tags.'**