

# Tag Passages

You will:

- Add three Tags to the "Recipes" Folio
- Tag each recipe

Tags are used to earmark Passages in a Folio.

**Prerequisites:**

- The "Recipes" Folio from [Create a Folio](#); **OR**
- Open [this Folio document](#) and [import](#) it

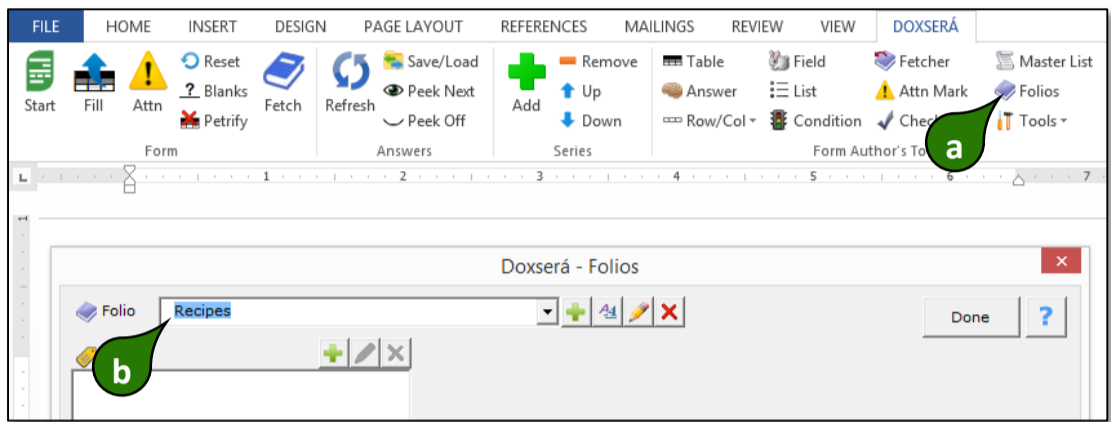


Tag the Passages in a Folio to:

- Make it easier to find Passages when fetching ([Find a Passage](#)).
- Create Smart Answers that allow users to choose Passages by category rather than individually ([A form where the user selects a Tag](#)).

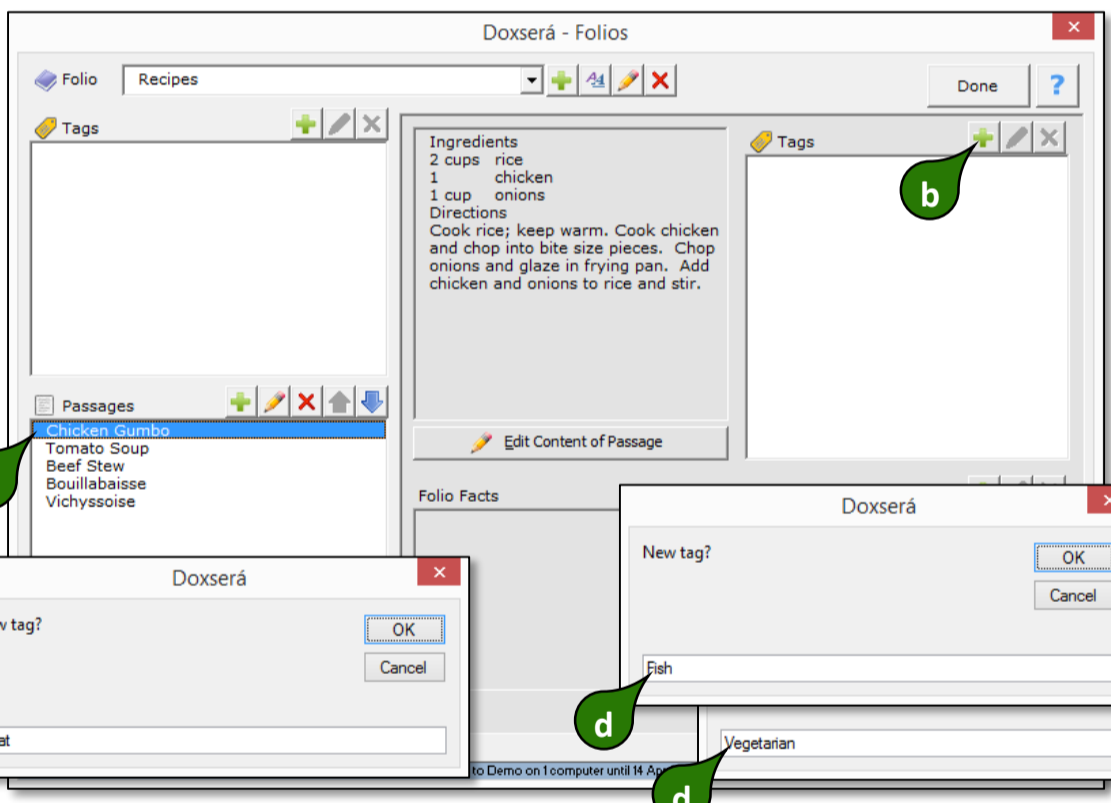
**1** **Open the "Recipes" Folio**

- a Click **Folios**.
- b Select the **Recipes Folio**.



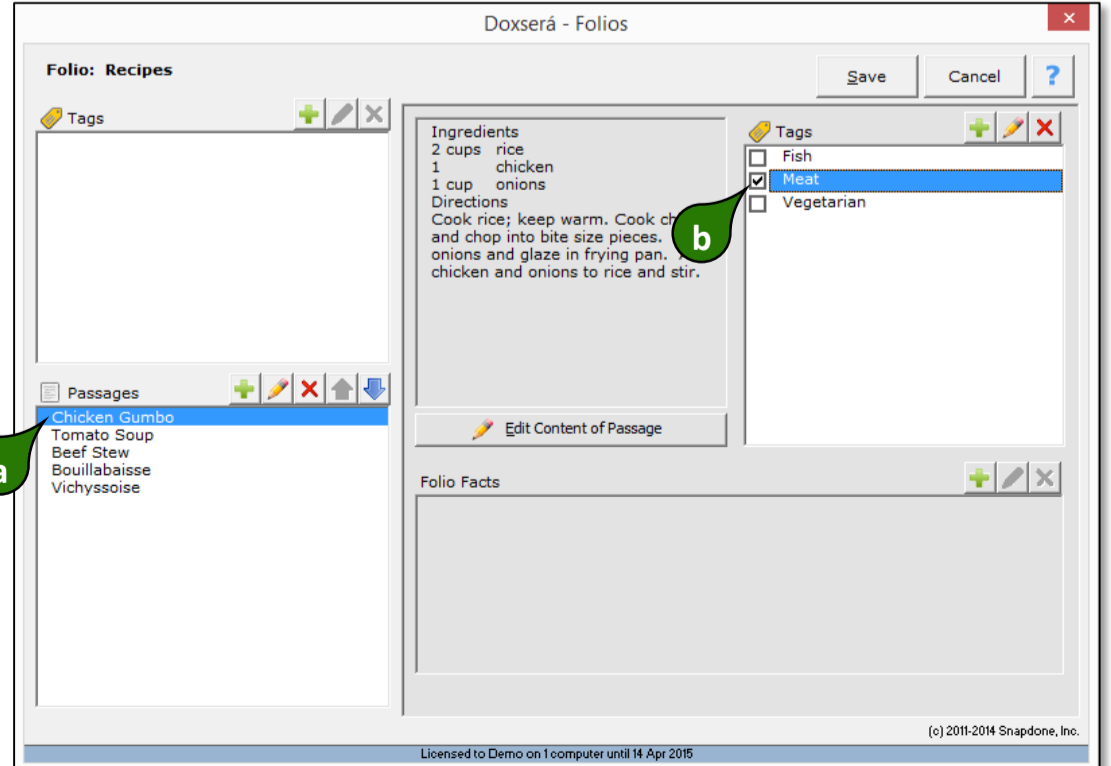
**2** **Add Passage Tags**

- a Select any Passage
- b Click the **+** new Tag icon
- c Type the Tag name **Meat** and click **OK**
- d Repeat steps **b** and **c** to create Tags named **Fish** and **Vegetarian**



**6** **Tag each Passage**

- a Select the **Chicken Gumbo** Passage
- b Select the **Meat** Tag
- Repeat steps **a** and **b** to tag the remaining recipes: **Tomato Soup** is **Vegetarian**; **Beef Stew** is **Meat**; **Bouillabaisse** is **Fish**; and **Vichyssoise** is **Meat**

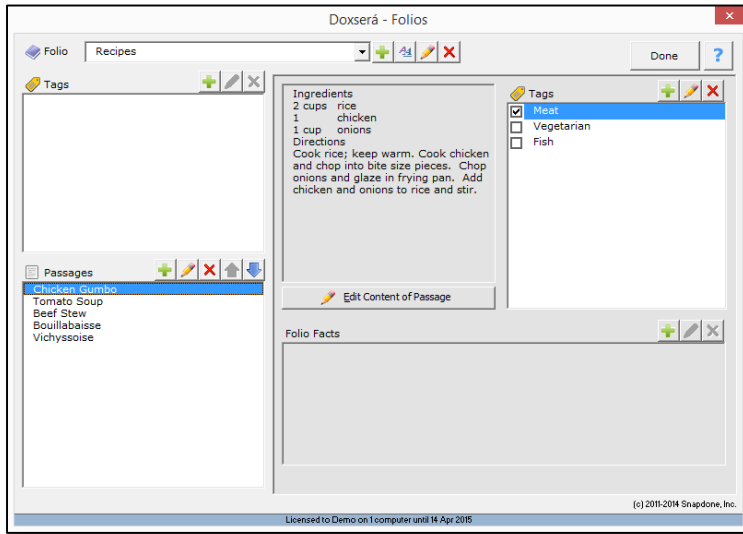


**7** **Save your work**

- Click **Save** to save changes to this Folio

# ... and Presto

Each dish in the "Recipes" Folio has been tagged with a food type



## ▲ Tag Passages

### Related Info

Overview Walkthrough Lesson Video Guide

[Folio Overview](#)

[Tagging Passages](#)

[Folios screen details](#)