

## Metatagging

Metatagging is one step in the TeamSite “workflow.” The purpose of metatagging is simply to affix proper labels, titles and descriptions to your Web file. Without accurate and thorough metatagging, the search engine cannot connect a user to your information. If you want users to find your information, metatag well!

Refer to the Workflow and Pre-Workflow instruction sheets for the full workflow process. The following instructions assume you are in the workflow at the metatagging step.

TeamSite tries to “help” with metatagging by capturing words from your file or document and loading them into the various metatagging steps. This is helpful, but you must not rely on it, *because the data is not 100 percent accurate*. You must read each auto-entry to confirm its accuracy. Otherwise, edit or delete.

Refer to the Helps for Metatagger Attributes sheet for a complete description of each attribute in the metatagging process.

### Instructions:

1. Click on Start Input Task and wait for the dialog box to open. Wait for a few seconds, especially if you are tagging a large file.
2. Read the title of the file (center of screen). If the title displayed is not accurate, click in the title box to edit. (See Figure 1)
3. Click Description in the list on the left side of screen. TeamSite has entered data for you, which may or may not be accurate. Edit the text to give an apt description of your file or document. *Note: The text you enter will appear in the Oregon.gov search results screen if a user requests the file through the Oregon.gov search engine. Always check your spelling, punctuation and grammar.*
4. Click Keywords in the list. Enter the key words — buzz words — to describe your file or document. Enter as many as you like, separated by commas, like this: directions, maps, DAS buildings. *Note: Consider adding a few misspelled words, especially if any of your keywords are commonly misspelled. Keywords help the search engine find your file when a user enters that word in the search engine. Keywords are not visible, so misspellings will not diminish the quality of the site.*
5. Click FindOR Subjects. Use this field to add general categories that apply to your file or document. FindOR Subjects ties to the Oregon State Library.
6. You cannot edit text in the FindOR field. To make edits, you must click Add/Edit, on the right side of the screen. This launches a Search Vocabulary dialog box.
7. Type a key word in the search box and click Search (you may also use the Tab key to navigate this screen).
8. Click Add if your research returns an applicable subject. Repeat steps 7 and 8 for all applicable subjects.
9. Click Done to return to the main metatagging screen.
10. Click Copy to State Library and click the Yes radio button *only if your file or document is: a regular*

(quarterly, annual) report; a report as a result of a study or audit, an impact statement, business plan, etc.; a description of a program or benefit; a newsletter or journal; statistical; a handbook or manual; a poster; a map; a pamphlet.

11. Click originatorLevel1 and select DAS through the Add/Edit screen. Click Done.
12. Click originatorLevel2 and select your division (by acronym) through the Add/Edit screen. Click Done.
13. Click originatorLevel3 and type your section name (optional) in the text box. Level 4 is also optional.
14. The remaining fields are auto-filled by TeamSite and require no modification. When all steps are complete, click Save and Close.
15. A Task Comments dialog box appears. You DO NOT have to write a comment; simply click OK. (See Figure 2)
16. Metatagging is now complete. You may return to the Workflow instruction sheet.

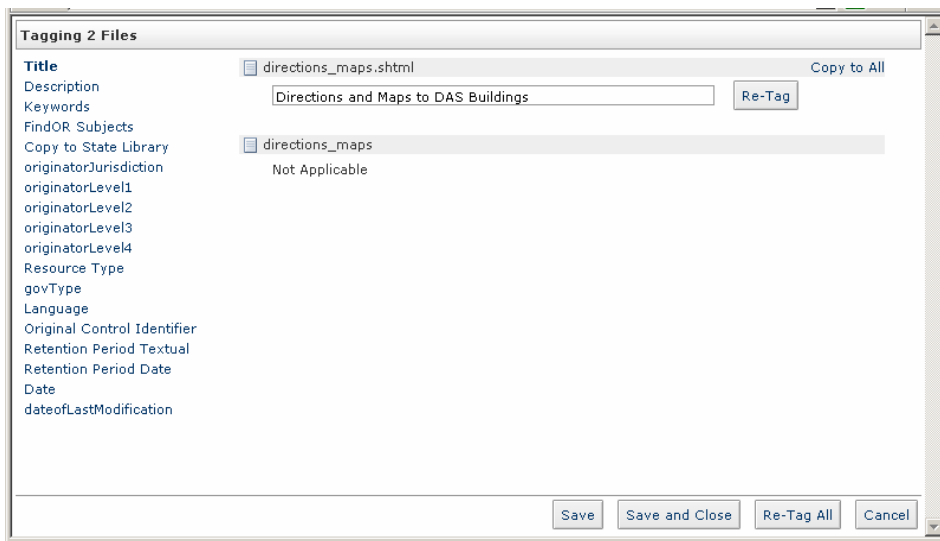


Figure 1 – The Metatagging dialog box.



Figure 2 – Simply click OK when this dialog box appears. .