

TLA★Engage Tag Your Discussion Posts

TEXAS LIBRARY ASSOCIATION

Tags (also known as #hashtags) are like behind-the-scenes organizers, helping to categorize your post's content and make it easier to find. For example, if 15 users tag their content with #referencelibrarian, all 15 pieces of content can be viewed simply by clicking the tag.

How tags work

- In the discussion body of content, initiate the tagging process by typing "#" and then start typing the desired keyword(s). As you type, a list of existing, user-created tags will appear (if any exist).
- Select a suggested tag or continue typing to create your own (if allowed).
- After selecting or creating your own tag, it will become a hyperlink that users can click to view all content associated with it. As more content is tagged with the same tag(s), it will become easier to find, with more and more associated content.

The screenshot shows the 'Start New Thread' form in the TLA★Engage interface. At the top is a navigation bar with links: HOME, COMMUNITIES, DIRECTORY, EVENTS, BROWSE, and HELP/FAQS, along with a search bar. The form itself has several sections: 'Post to community' with a dropdown menu set to 'TLA Jobline'; 'Cross post to (optional)' with a dropdown set to 'No Additional Threads'; 'Discussion subject' with a text input field containing 'Test Jobline Post'; and a checkbox for 'Automatically insert content preview for links' which is checked. Below these is a rich text editor toolbar with various formatting options. The text area contains the sentence: 'This is a test Jobline post with a description for a Reference Librarian position in Austin, TX but also remotely.' Below the text, the hashtag '#reference #austin #remote #libr' is typed, and a dropdown menu is open showing a list of suggested tags: '#libr', 'User Created', '#HISDLibrarySrvs', 'Jobline', '#librariani', '#LibrarianII', '#LibrarianIII', and '#elementarlibrarian'.

Tags notes

- Do NOT use spaces when typing, as this will prevent hashtag creation. If adding your own tag, press Enter after spelling it out to create it.
- Tags must start with #, but this cannot be used after that first occurrence.
- Tags cannot contain: @, \$, or &.
- You can also include #hashtags in Discussion posts made via your email client. For example, if you include #CommunityManagement in your Outlook message, the system will convert it into a hyperlinked tag after it is sent.