Taxonomy

Drupal 7 – GeorgiaGov Platform

Taxonomy is a way to classify your content, similar to tagging or categorizing your content. Taxonomy makes it possible for your content to appear in lists filtered by topic.

A site's taxonomy consists of several **vocabularies** (such as "Color"). Each of these vocabularies contains several **terms** (such as "Red", "Yellow", "Blue", etc.).

Your platform contains a few useful vocabularies that are applied to various content types:

Vocabulary	Purpose
Blog Terms	Used for tagging Blog Content.
Document Terms	A "free tagging" vocabulary used to associate documents with a common topic.
Document Types	Used for organizing Documents by type. Users may then filter documents from those terms.
Master Terms	Used as the master vocabulary for all platform sites
News Release Types	Used for organizing Press Releases by type. Users may then filter Press items by those terms.

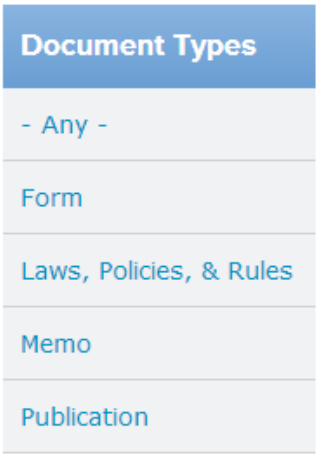
A user with **Taxonomy Manager** permissions can add, edit, or remove terms from these vocabularies to customize them for an individual site. (Typically, the main Content Manager of the site is also assigned the Taxonomy Manager permissions).

Content types that have taxonomy terms associated with them will have an option to assign a term from the content item. For example, when creating or editing a Document you will see a drop-down list to assign a Document Type. Similarly, the Press Release content type has a News Release Type drop-down menu that will populate with any News Release vocabulary terms your Taxonomy Manager adds.

Example:

Georgia Board of Pharmacy organizes its Documents by Type. Users can filter the document list to only show Forms, or Memos, for example.

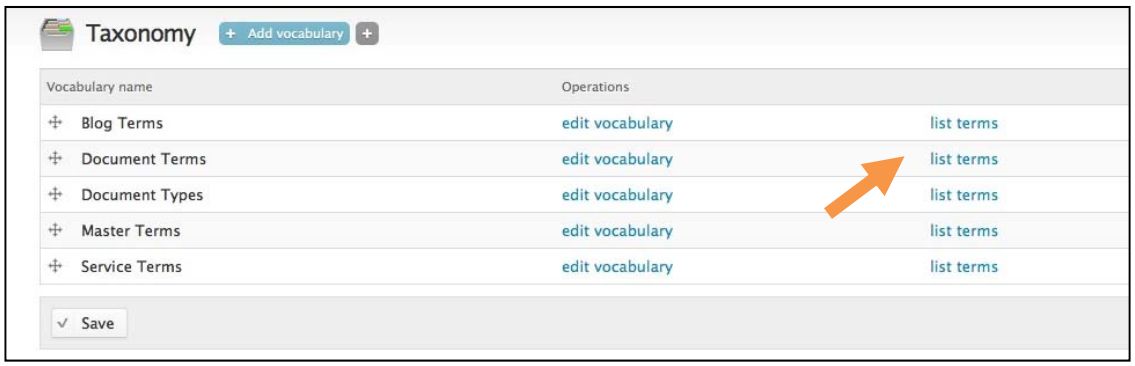
http://gbp.georgia.gov/documents



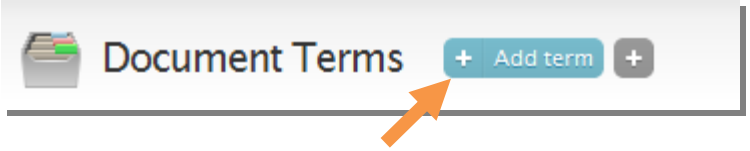
1.0 Adding Taxonomy Terms

To add or view new taxonomy terms:

1. From the Admin Toolbar, click on **Structure.**
2. From the Structure menu, select **Taxonomy.**



3. Click on **list terms** to view the existing terms of a vocabulary to confirm the term you want to add doesn't already exist.



4. Click on **Add term.**
    a. Type your term in the **Name** field. Click **Save**.

2.0 Edit and Delete Taxonomy Terms

To edit a taxonomy term:

1. From the Admin Toolbar, click on **Structure.**
2. From the Structure menu, select **Taxonomy.**
3. Click on **list terms** to view the existing terms of a given vocabulary.

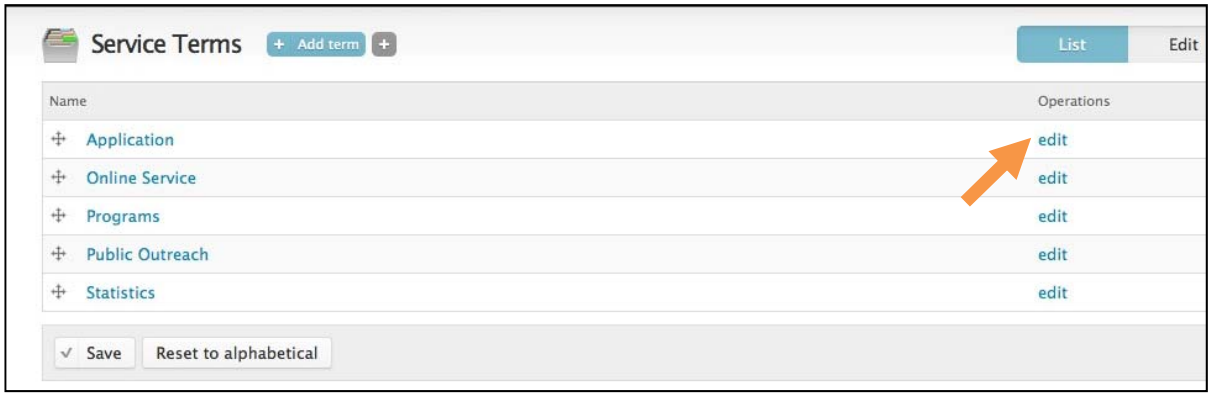


Figure 1 Editing a vocabulary term

4. Click **edit** next to the term you would like to edit in the vocabulary
    a. To edit the term, change the Name of the term and click **Save**.
    b. To permanently delete the term, click **Delete**.