Adding a COVID-19 Tag to a News Product

## Purpose

At the end of this guideline, Newsroom publishers will be able to add a **COVID-19 tag** to a news product in Adobe Experience Manager (AEM).

## Tagging a News Product with COVID-19

**Step 1:** Once logged into the AEM environment, navigate to the *News Admin Console* where you can view all of your news products. Select your news product and then click on **View Properties** from the top tool bar.



**Step 2:** Once the *Global Properties* page is loaded, scroll down to the **Themes** **and** **Topics** / **Additional** **Themes** **and** **Topics** properties. The COVID-19 tag can be found in both of these properties; you can choose any of the two. Click on the browse icon to search for the COVID-19 tag.



**Step 3:** Navigate to the **COVID-19 tag** by following the path below. Once the tag is selected, click the checkmark on the top right to save your changes.



You should now see the **COVID-19 tag** below the global property:



**Step 4:** Save your work by clicking the **Save** button on the top right, and wait until you see a **green pop-up message**, then click **Close**.



**Step 5:** Once the *News Admin Console* is loaded, re-select your news product and click on **Publish** from the top tool bar.



**Step 6:** Your news product now has the **COVID-19 tag** on both the English and French pages. The tag can be seen at the bottom of your news product.

