

Label Mandala Items with Terms

You can tag any of your items in Mandala with a term. You can also reference a specific definition in the tag. Tagged items will show up as related resources on the page for that term. To add a term to a Mandala item, first edit that item, then add the term in the **Terms** metadata field. Once you've added the term, you can choose which definition(s) you want to reference, if any.

In Audio-Video, Images, or Sources

1. Edit the media where you want to add a term
 - See the guides to editing in [Audio-Video](#), [Images](#)
2. Click **Classification**, then **Terms**
 - This field uses [Knowledge Maps](#)
3. Search for a term name
4. Click on a term
 - The term will appear beneath the search bar
5. To remove the term, click x next to it
6. To add a specific definition, click the gold list icon next to the term
 - a. Check the definitions you want to reference
 - b. Click **Submit**
 - The definitions number(s) will appear next to the term name
7. Save the media file
 - Mandala will add the media to the term

In Visuals

1. [Edit the visualization](#)
2. Click **Terms** at the bottom of the page
3. Search for a term name
4. Click on a term
 - The term will appear beneath the search bar
5. To remove the term, click **x** next to it
6. To add a specific definition, click the gold list icon next to the term
 - a. Check the definitions you want to reference
 - b. Click **Submit**
 - The definitions number(s) will appear next to the term name
7. **Save** the media file
 - Mandala will add the visualization to the subject or place term

In Texts

1. [Open the text you want to edit](#)
2. If you want to add Knowledge Maps to the whole text, click **Edit Top Section**
 - You can also click the edit icon next to any section; this will add Knowledge Maps to that specific section
 - The editor will open
3. Click **KMap Terms**, then **Terms**
4. Search for a term name
5. Click on a term

- The term will appear beneath the search bar

6. To remove the term, click **x** next to it

7. To add a specific definition, click the gold list icon next to the term

a. Check the definitions you want to reference

b. Click **Submit**

- The definitions number(s) will appear next to the term name

8. Click **Save text section**

- The text will be added to the subject or place label