

# Industry Keywords

Industry Keywords

Customize

Appearance on Site

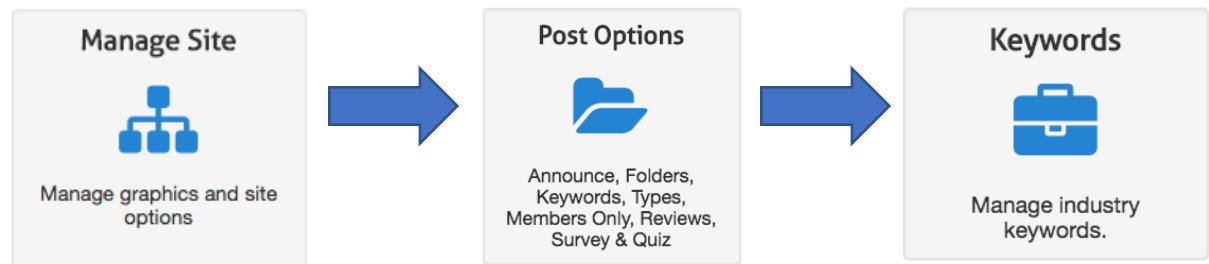
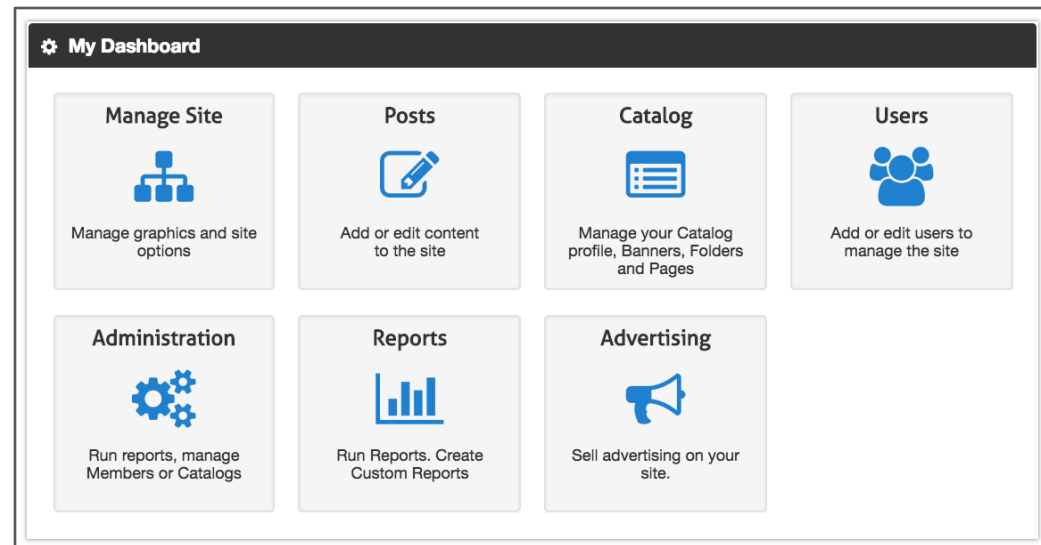
## Industry Keywords

### What is an Industry Keyword?

This feature allows you to add a list of searchable keywords to add to catalogs or posts. You can either edit existing keywords, remove them or add on to the existing site list.

### How do I locate the ability to customize this feature?

From your Dashboard, select Manage Site, then select Post Options then select Keywords.



Use keywords to help your viewers find catalogs and posts.

### Topics:

What is an industry keyword?

Where do I locate the ability to customize this feature?

How do I create a completely new list of keywords?

How do I add a new keyword to the list?

How do I edit an existing keyword?

How do I delete a specific keyword from the existing list?

Where do these keywords come in to play on my site?

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### How do I add a new keyword to the list?

Click the Orange “Add New” button to enter in a new keyword and add it to the list.

### How do I edit an existing keyword?

Click the blue “Edit” button next to your keyword in order to change it.

### How do I delete an existing keyword?

Click the red “Delete” button next to the specific word you want to delete.

### How do I create a completely new list of keywords?

Click the top box in the box selector column of the list to select all keywords, then click the red “Delete Selected” button at the top of the wizard to remove all keywords. Once that is done, you can begin replacing the old keyword list with the new one.

Industry Keywords

Manage the list of industry keywords. Click “Add New” to add a new industry keyword. Select the Edit button next to the industry name to change the keyword. Select the delete button to remove an industry keyword. Click multiple select boxes and the “Delete Selected” to delete more than one industry keyword.

Search

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Show 10 records

<input type="checkbox"/>	Name	Action
<input type="checkbox"/>	Accounting	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Advertising	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Aerospace	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Agriculture	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Airlines	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Alternative Dispute Resolution	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Alternative Medicine	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Animation	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Apparel and Fashion	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	Architecture and Planning	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 10 of 160 entries

1 2 3 4 5

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## Industry Keywords

**Where do these keywords come in to play on my site?**

Whenever you create or edit a new catalog or post, there is a section where you can insert keywords from your pre-made list.

## Inside Post

## Edit Catalog

The screenshot shows the 'About' section of a catalog entry for 'Convey Services'. The title is 'Convey Services'. The description is: 'Convey Services is an Atlanta-based SaaS company offering a unique technology program that connects vendors to a targeted audience through an online content and advertising portal. The company's core focus is to improve communication and engagement between vendors and their channel partners, so that vendors can directly educate, inform and motivate their audience.' The company background is: 'The company was formed in August of 2013 as a spin off from Copper Services, a conferencing and collaboration company, sold to PGI in Atlanta. Technology development on Convey's online platforms began in 2011 and a public content site was launched in 2012. Convey's private-label technology was released in beta test in January 2013 and into full production later that year. The company began its focus on channel organizations early in 2014.' The problem and solution is: 'Convey solves the inefficiency of delivering vendor information into the hands of channel organizations and keeping them engaged. We eliminate the hassle of vendors and channel partners pursuing each other to get current product information, promotions or training to the field. Organizations now have a single location to access vendor information instead of wasting time searching multiple'. On the right side, there are sections for 'Optional' (Add types of posts, Enter topics and industry keywords, Add an image or logo), 'Add Keywords' (Enter post types, topics, and industry keywords), 'Click to select post types' (Product Literature, White Paper, Case Study, Battle Card), 'Click to enter topics' (convey services), and 'Click to select industry types' (Cloud Services). A green circle highlights the 'Click to select industry types' button.

The screenshot shows the 'Create New Post' form. The steps are: Step 1 Post Info (required), Step 2 Additional Options (optional), Step 3 Payment (optional), and Step 4 Review Submit (required). The 'Title, Keywords, and Description' section includes: 'Enter a title and an optional subtitle' (Title, Optional Subtitle), 'Select a type' (Select an Option), 'Enter topics and industries keywords' (Click to enter topics, Click to select industry typ), and 'Enter a description' (optional). The 'Upload File, Allow Email Share' section includes: View Online, Download, Allow Email Share. The 'Sites, Folders and Features' section includes: Add this post to folders, spoke sites and make it featured, Manage Options, Note: post is added to all sites by default. The 'Member Only' section includes: Select member types on each spoke site, selected above, that can view this post, There are displayed only the spokes that have 'Member Only Post' option enabled, Select Member Type, Note: all member types can access it by default. A green circle highlights the 'Click to select industry typ' button.