

Athena Infographics: Editing an Infographic: Organize Tab

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1. Edit the applicable *Units* as desired.

Select a unit for the infographic by either scrolling through the list or using the search bar to find the applicable unit. This will group the infographic with other infographics from the same unit and make it easier to find later.

Organize Tags

The screenshot displays the 'Organize Tags' interface. It is divided into two main sections: 'Units' and 'Keywords and Categories'.

Units Section:

- Search bar: Search..
- Units list (yellow background): Activities, Involvement and Leadership; Administration and Finance; Administrative Support + Knowledge Center; Admissions; Advising, Retention + Career Center; Affirmative Action; American Indian Studies; Army ROTC; Art + Design; Asian American + Asian Studies.
- Selected Items (green background): Sustainability.

Keywords and Categories Section:

- Selected: (empty)
- Search bar: Search Keywords and Categories..
- Categories list (pink background): Academic Advising; Academics; Achievements; Athletics; Barron County; Blugold Success; Budget; Business; Campus Life; Certificate Programs.
- Keywords list (blue background): Academic Department Associate; academic skills center; addiction; advising; alumni; alumni profiles; Alumni Room Events; announcement; application process; arabic.

2. Add/remove *Categories* and *Keywords* as desired.

Select the keywords and categories for the infographic by either scrolling through the list or using the search bar to find the applicable unit. This is another way to organize the infographic and group it with similar infographics.

3. Click **Save**.

Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or helpdesk@uwec.edu.