Silvermouse for production paperwork

Independent production companies: Tags

This helpcard will show you how to create and manage Tags in the Copyrights and Contributors forms.

Please note: The data in this helpcard is for training purposes only. Please click in the Table of Contents below to navigate to a specific section quickly.

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What are Tags, and why use them?

Tags group contributors, copyright items or cues together within a programme, and can be viewed in the PDF'd form. This is useful when reporting formats with distinct items or inserts alongside the main content, such as magazine programmes and sketch shows; examples are Front Row, Farming Today, You and Yours or The One Show. Tags can also be applied to recurring entries such as presenters, voiceover artists, graphics or signature music, beds and stings, so these can be filtered and copied to other paperwork easily.

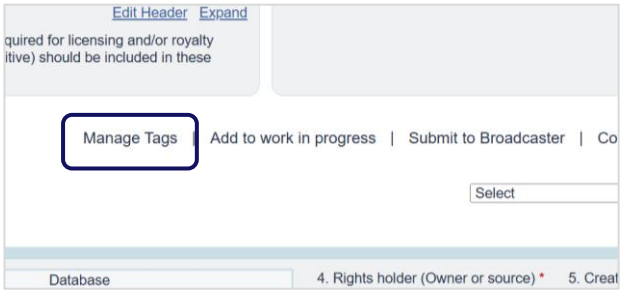
Tags are optional. They are created and managed in the Copyrights, Contributors or Cue Sheet forms by anyone with edit permissions to the forms. Tags exist only within the programme they were created in, unless copied.

Please refer to the **Copy Content** helpcard for further details about copying content that have Tags.

Create Tags

To create a tag:

- In the Copyrights or Contributors forms, in the form commands, click on **Manage Tags** to open the **Tags** window

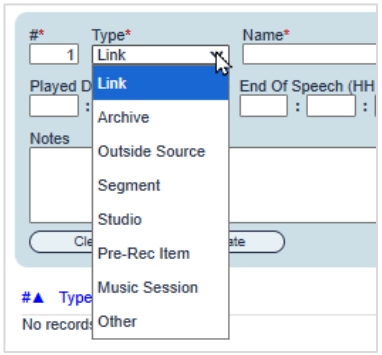


or

- In the Cue Sheet form, next to an existing cue, click on **Add/Remove Tags,** and click on **Manage Tags**



- In **#**, type the required position number for the tag; by default, the next unused position will be automatically displayed
- From the **Type** drop down list, select the appropriate tag type

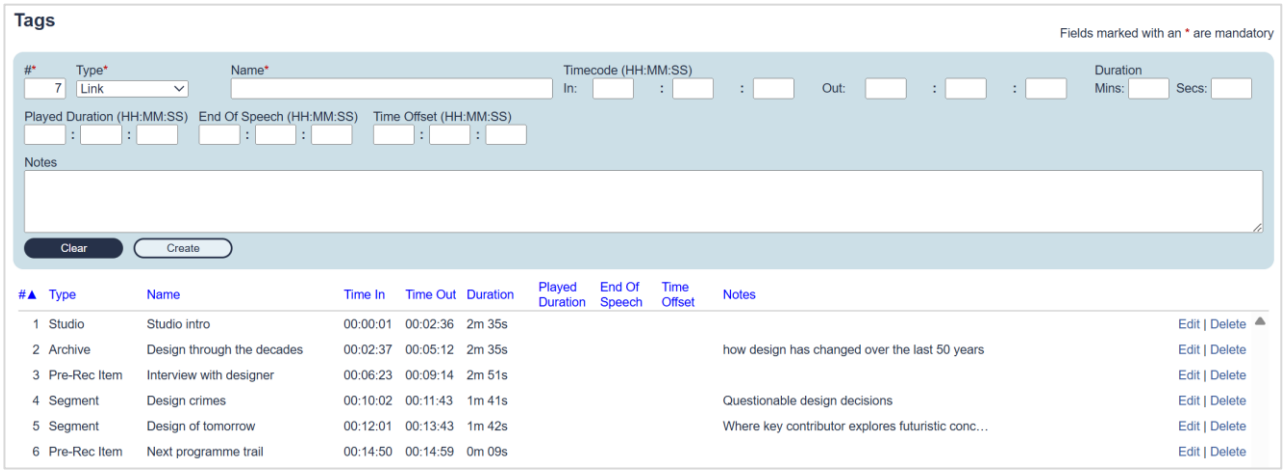


- In **Name**, type a name to identify the tag; this might be a piece of archive content, a regular slot in the content, or anything that helps organise your contributors and copyright items or music
- In the **In** and **Out Timecodes**, enter the timecodes for the item using the format HH:MM:SS; these are optional, but help identify where the tagged items appear in the content
- If required, in **Played Duration**, enter the duration for the tag using the format HH:MM:SS; this is useful if part of a pre-recorded item is used, such as a repeat part of an interview
- If required, in **End of Speech**, type the timecode where the speech ends in a pre-recorded item, for example when the same item contains music which needs to be faded out at the appropriate point
- The **Time Offset** is only for legacy data; this can be ignored

When typing timecodes, the cursor will automatically move to the next Timecode box in the same group as you type. Once you reach the end of one set of timecodes, press Tab to move to the next.

For the In and Out Timecodes, the duration will be calculated automatically. If preferred, add the Start Timecode and Duration, and the End Timecode will be calculated automatically.

- In **Notes**, type any relevant notes for the tag; these will show in the pdf version of the form
- Click on **Create**
- Repeat to create further tags as appropriate



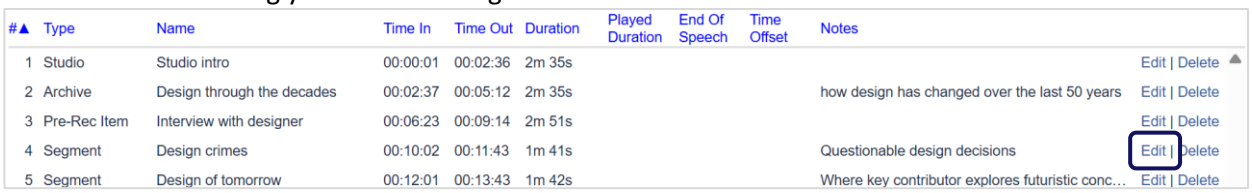
Edit Tags

To edit a tag:

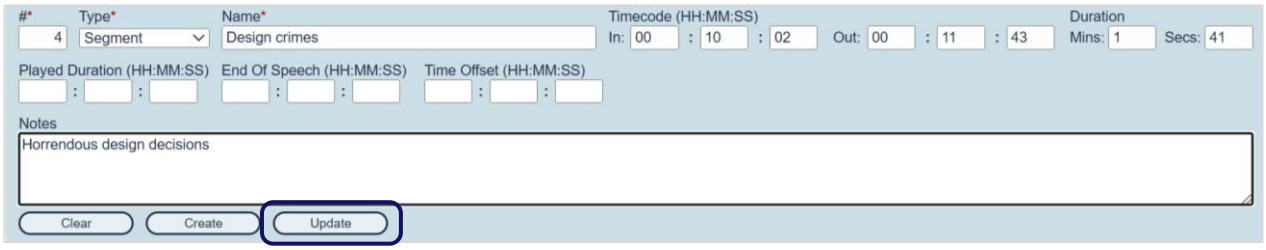
- In the Copyrights or Contributors forms, in the form commands, click on **Manage Tags**

or

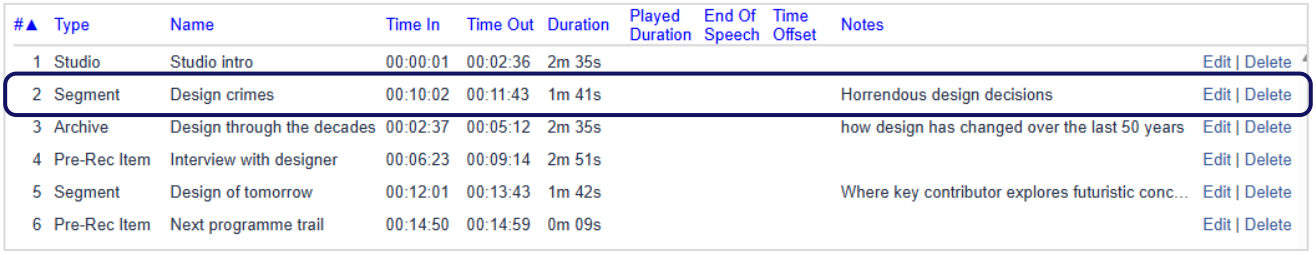
- In the Cue Sheet form, next to an existing cue, click on **Add/Remove Tags,** and click on **Manage Tags**
- Click on **Edit** for the tag you wish to change



- To change the order the tags are displayed in, overtype the **#** position number
- Make the remaining changes as required, and click on **Update**; if you click on Create, a duplicate tag will be created with your amendments



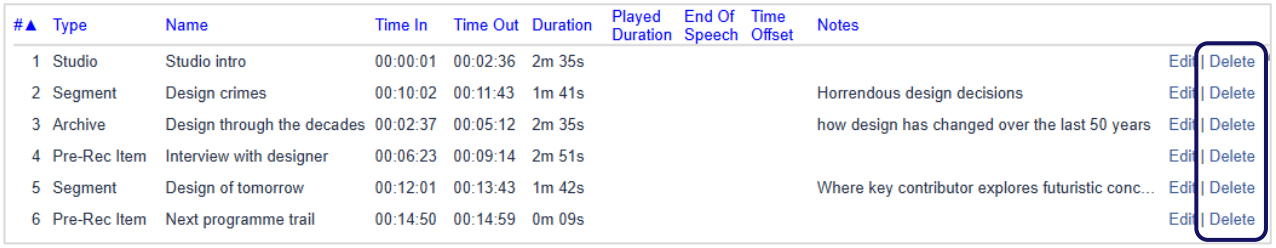
The tag will show in its new position:



Delete Tags

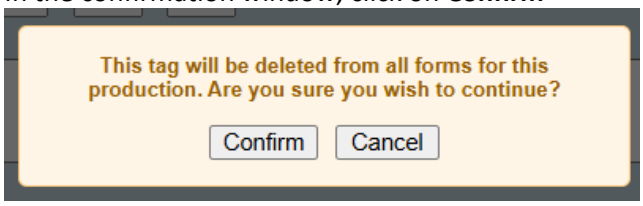
To delete a tag:

- Click on **Delete** for the tag you wish to remove



#▲	Type	Name	Time In	Time Out	Duration	Played Duration	End Of Speech	Time Offset	Notes	
1	Studio	Studio intro	00:00:01	00:02:36	2m 35s					Edit | Delete
2	Segment	Design crimes	00:10:02	00:11:43	1m 41s				Horrendous design decisions	Edit | Delete
3	Archive	Design through the decades	00:02:37	00:05:12	2m 35s				how design has changed over the last 50 years	Edit | Delete
4	Pre-Rec Item	Interview with designer	00:06:23	00:09:14	2m 51s					Edit | Delete
5	Segment	Design of tomorrow	00:12:01	00:13:43	1m 42s				Where key contributor explores futuristic conc...	Edit | Delete
6	Pre-Rec Item	Next programme trail	00:14:50	00:14:59	0m 09s					Edit | Delete

- In the confirmation window, click on **Confirm**



The tag will be deleted even if it has been applied to copyright items or contributors.

The copyright items, contributors and music that had the tag applied to them will not be deleted.

Tag items in the Copyrights, Contributors or Cue Sheet forms

To tag a single item:

- Click on **Add/Remove Tags**

In the Copyrights form:



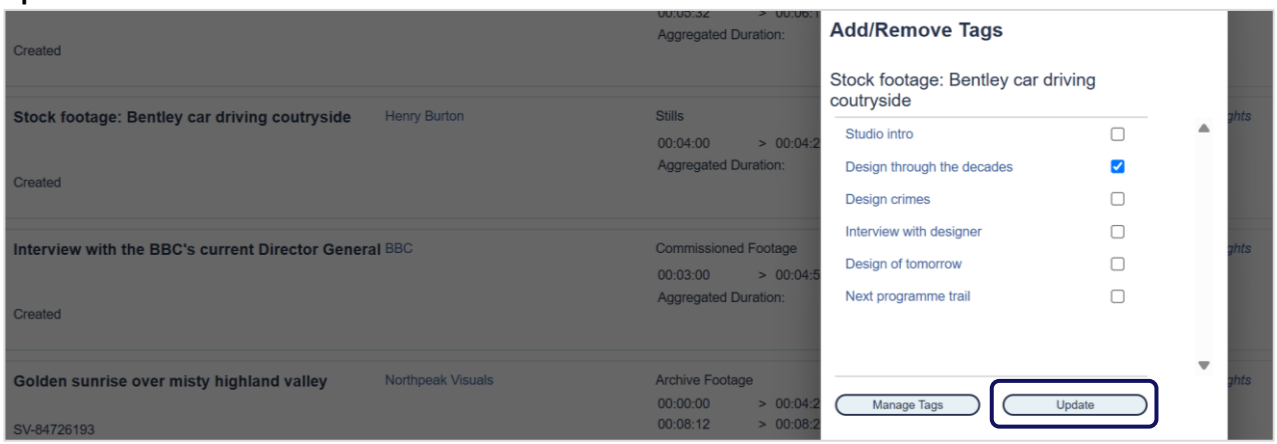
In the Contributors form:



In the Cue Sheet form:



- In the **Add/Remove Tags** window, select the checkbox for the Tag(s) you wish to apply, and click on **Update**

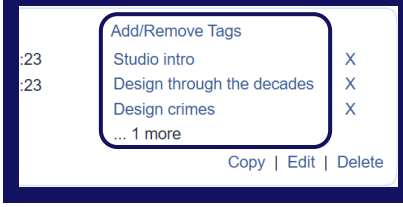


- The tag is then displayed within the item's row



- To remove the tag from the item, click on the **X** next to it

If multiple tags have been applied, only three tags will be displayed. Click on **Add/Remove Tags** to view them all:



View a tag's details

When a tag has been, or is being, applied the tags are links:



To view the tag's details:

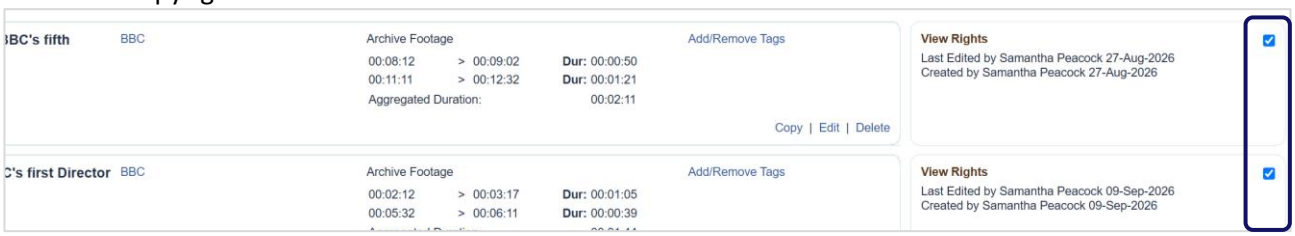
- Click on the tag name, and the View Tag Details window will open



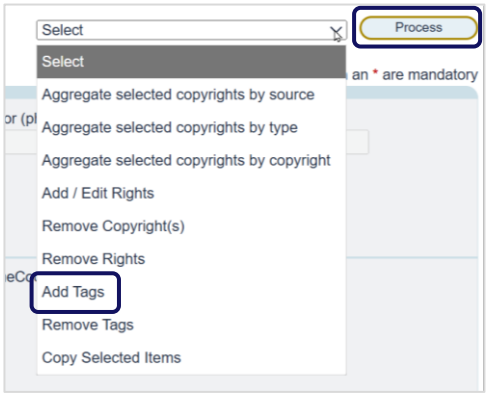
Add Tags to multiple contributors or copyright items

To add tags to multiple contributors or copyright items simultaneously:

- Select the copyright items or contributors



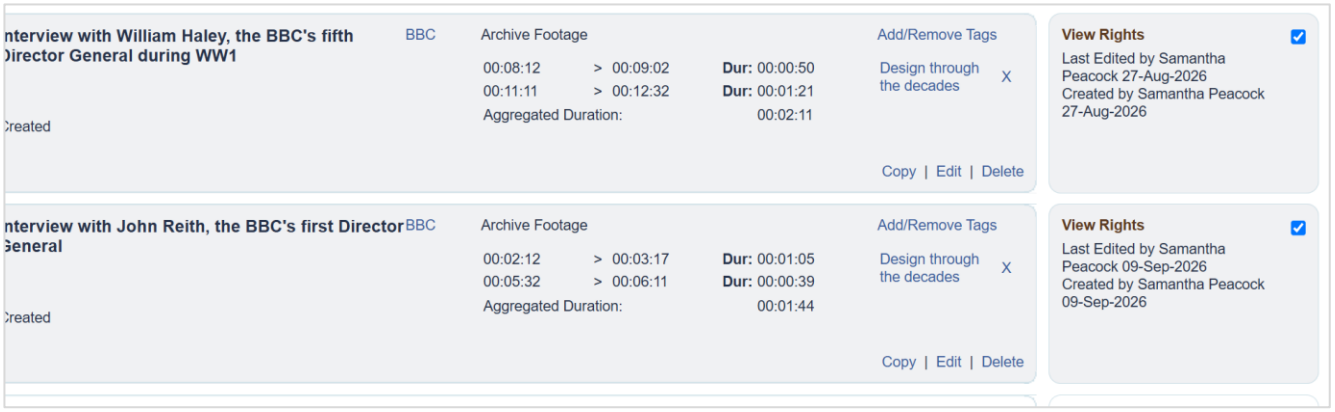
- From the **Process** drop down list select **Add Tags** and click on **Process**



- In the **Add Tags** window, select the tag(s) you want to apply to the selected rows and click on **Add Tags**



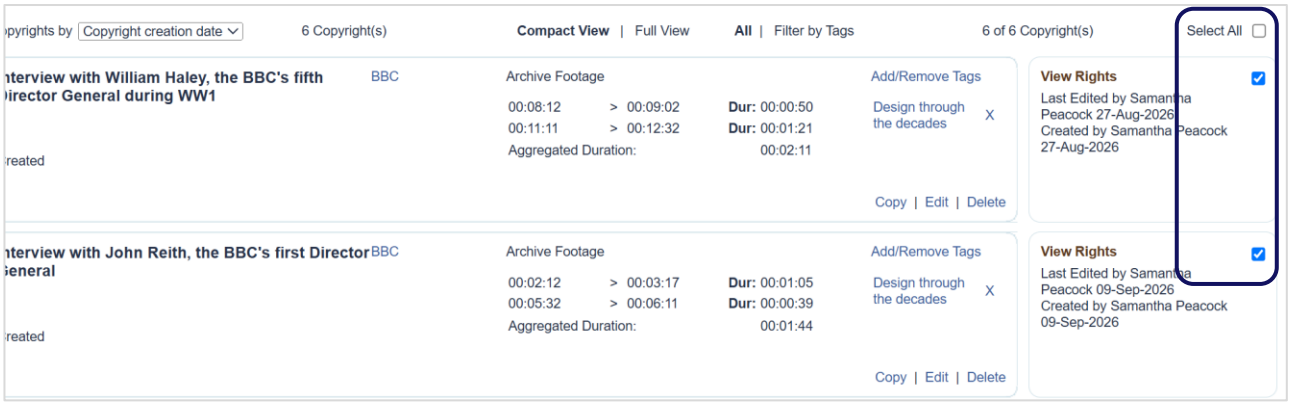
The tags have been added:



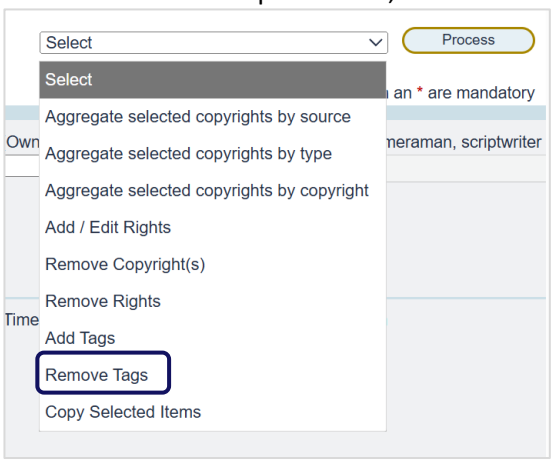
Remove Tags from multiple contributors or copyright items

To remove tags from multiple contributors or copyright items:

- Select the items you would like to clear tags from. To remove the tags from all the items in the form, click on **Select All** at the top

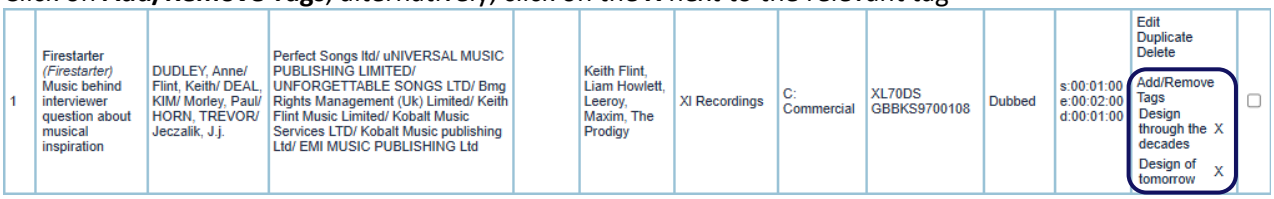


- From the **Process** drop down list, select **Remove Tags** and click on **Process**



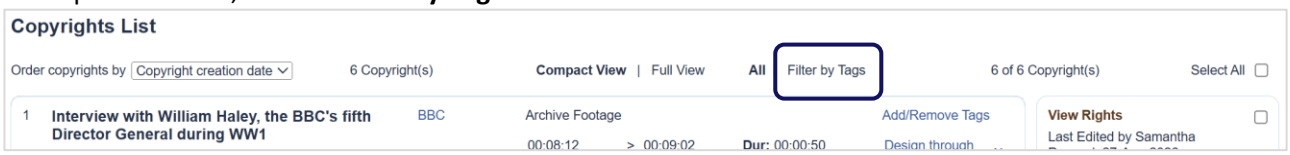
To remove tags from an item in the Cue Sheet:

- Click on **Add/Remove Tags**; alternatively, click on the **X** next to the relevant tag



Filter copyright items or contributors by Tags

- Copyright items and contributors can be copied from one programme or piece of content to another, which is useful when the same items appear across episodes in a series. Tags can be used to isolate those items first; if tags have been applied, you can filter the Copyrights and Contributors forms so only items with the selected tag are displayed. Filtering removes the other items from view , not from the form. At the top of the form, click on **Filter by Tags**



- Select the Tag(s) you want to filter by and click on **Confirm**

- Only the rows with the selected tag(s) applied will be displayed. The count shows how many rows are displayed compared to how many are contained in the form



- To view all the rows in the form again, click on **All** beside Filter by Tags

Please refer to the **Copy Content** helpcard for more details about copying in Silvermouse.