



TEGRITY INSTRUCTOR WORKFLOW (PART 8)

Adding a Searchable Keyword

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You can add a searchable keyword for the recording.

1. Select the class recording for which you want to add a searchable keyword.

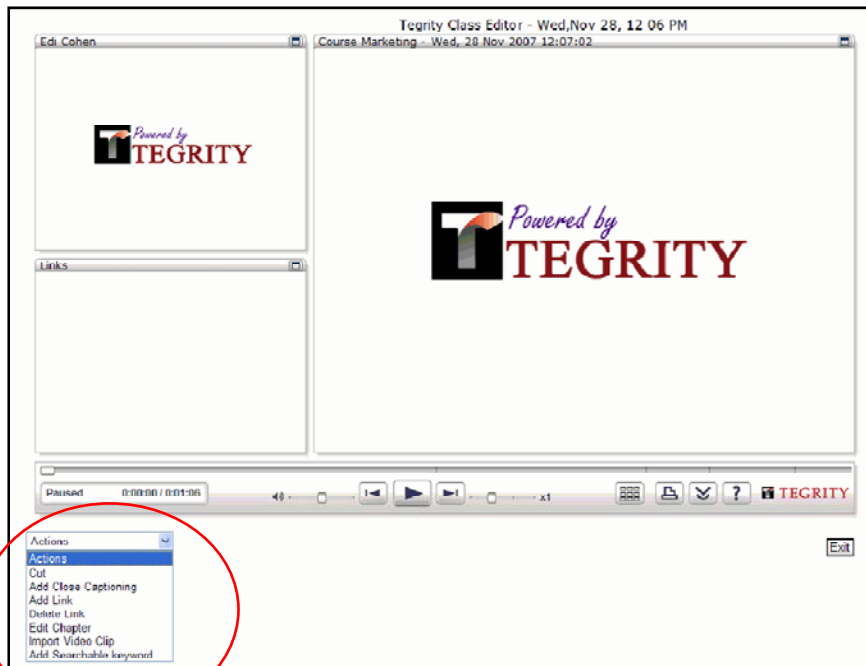


Figure 1: The Tegrity Class Editor

2. From the *Actions* drop-down list (Figure 1), select **Add Searchable keyword**. The *Add keyword* dialog box appears (Figure 2). All defined keywords appear in the dialog box.

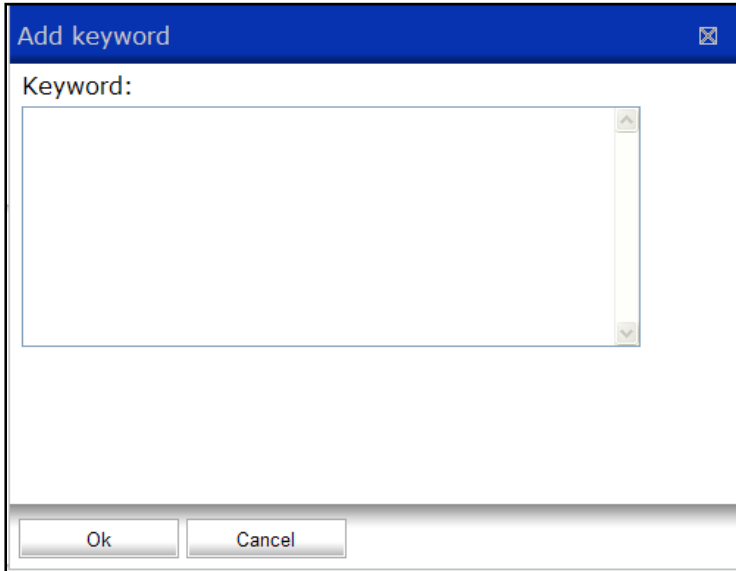


Figure 2: Add keyword Dialog Box

3. Add one or more keywords separated by spaces.
4. To delete one or more keywords, select the keywords you want to delete and press **Delete** on your keyboard.
5. Click **OK**. Your additions and/or deletions are saved.