# Tagging

One of the many advantageous features of 20-20 GIZA is the ability to assign tags to furniture or a group of furniture. There are several fields that can be used for tagging. Currently, the only tags that will carry over into Worksheet are **Building**, **Floor**, **Department**, **Person**, **User Tag** (Which goes to Worksheet Alias 1), and **Other** (Which goes to Worksheet Alias 2).

Placing the Tags
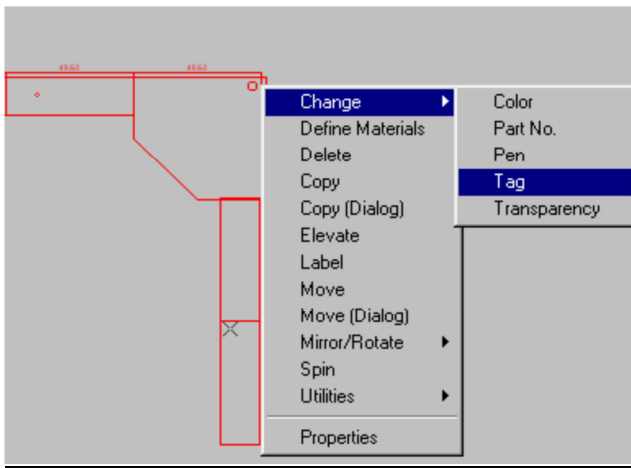
- Select the furniture or area you will be assigning a tag to so that it is highlighted.

- Right click any highlighted item and choose **Change** and then select **Tag**.

- The **Change Tag** dialog box will appear at this point.

- All available tags will be marked with an N/C (no change) in the tag field. Erase the N/C and type in your own tag name you wish to use.

- Once you enter your tag information click the **OK** button to close the Change Tag dialog box and return to the drawing.

- You can check to see if your tags have been applied to the furniture by double clicking on the furniture with your left mouse button. This will bring up the **Symbol Attributes** window. Scroll down through the fields and you will see your tag name. The Label tool of Giza can also be used to visibly display your tag on the graphic.

  Tip: While many tags are available you should use only the ones that will transfer to Worksheet (Building, Floor, Dept, Person, Other, and User Tag)