How can I tell if an Item already has tags?

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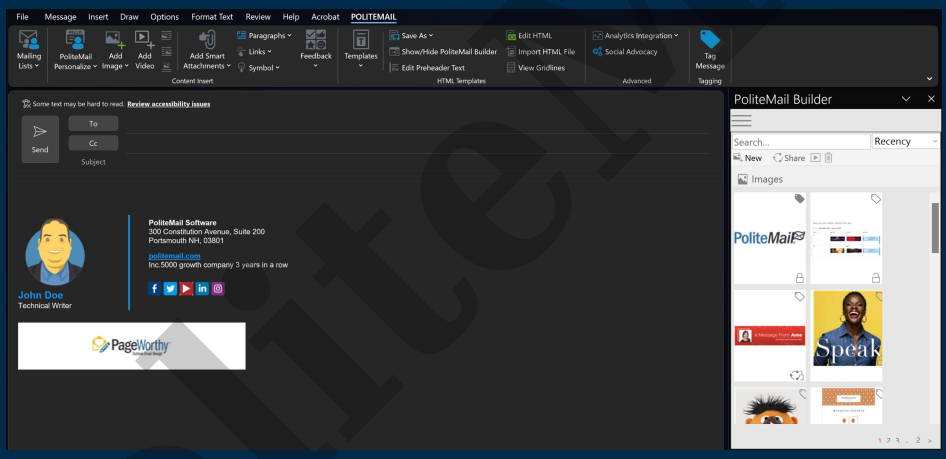
Applies To: New PoliteMail Legacy PoliteMail

Version: 4.9+ 5.0+

You can tell if a content item has tags from either the PoliteMail Builder or when viewing a Content list under **Account > Content**.

From the PoliteMail Builder



When viewing content in the PoliteMail Builder, items with a solid gray tag icon in the corner have a tag, while items with only an outline of the icon do not.

From the Content List

If you are not yet composing a message, you can view all content items of a particular type under**POLITEMAIL > Content**.

There is an available column heading called 'Has Tags'. If it is not already visible:

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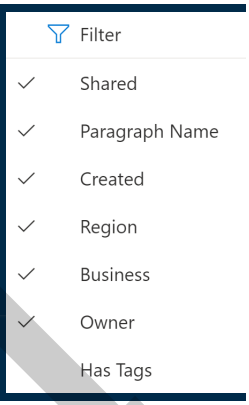
1. Click on any drop-down column heading to view a list of available columns.
2. Click on 'Has Tags' to add it. A column will now appear. Items with a 'x' do not have tags, while items with a '✔' do.



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