

Help Articles > Administrator Help > Website > Website Settings > How to add a meta tag

How to add a meta tag

Omar S. - 2023-02-15 - Website Settings

You can add a Meta Tag to your website's header to display information to search engines, as well as set the <u>Facebook Pixel</u> & other analytics services.

Add a Meta Tag

- 1. Click **Settings** or the **Gear icon** on the left menu.
- 2. Click the Website & Branding tab.
- 3. Click the **Meta Tags** link in the **Settings** section.
- 4. On the following Edit Meta Tags page, click the **Add** button.
- 5. Using the **Meta tag type** drop down, select the Meta tag type:
 - Keywords Use the Keywords meta tag type to pass information from your website to search engines, to better improve searching for your website.
 - Description The Description meta tag type is used to display a synopsis of your website for Search Engine results.
 - **Author** This meta tag type is used to name the author of the page.
 - **Custom** Use this meta tag type to enter your own custom meta tag.
- 6. Next, enter the text content into the textbox.
- 7. After entering the text content, you will see a preview of your meta tag on the **Preview** line.
- 8. Click the **Save** button once done.

Note

No HTML formatting is included within Meta Tags. Do not insert any HTML tags as they are already predetermined by the system.

Edit or Delete a Meta Tag

- 1. Click **Settings** or the **Gear icon** on the left menu.
- 2. Click the Website & Branding tab.

- 3. Click the **Meta Tags** link in the **Settings** section.
- 4. On the following Edit Meta Tags page, click the actions **Drop-down Arrow** on the same line as the Meta Tag you want to edit or delete.
- 5. Select **Edit** to edit the meta tag, or **Delete** to delete the meta tag.