

How to Avoid Meta Tags in MFMP Sourcing

This job aid describes how to avoid Meta Tags when creating an event in MFMP Sourcing. Meta Tags are the code that your computer uses to identify formatting about your document. They are caused when you copy text from an application like Microsoft Word, directly into Sourcing. The problem is that when you copy text from Word and then paste it into Sourcing, a bunch of extra [HTML](#) code gets inserted into the text. You may not be able to see the extra code in Sourcing before publishing, so it is important to view the event as a vendor to ensure that everything looks correct before publishing. The steps below discuss how to avoid unintentionally adding Meta Tags to your event.

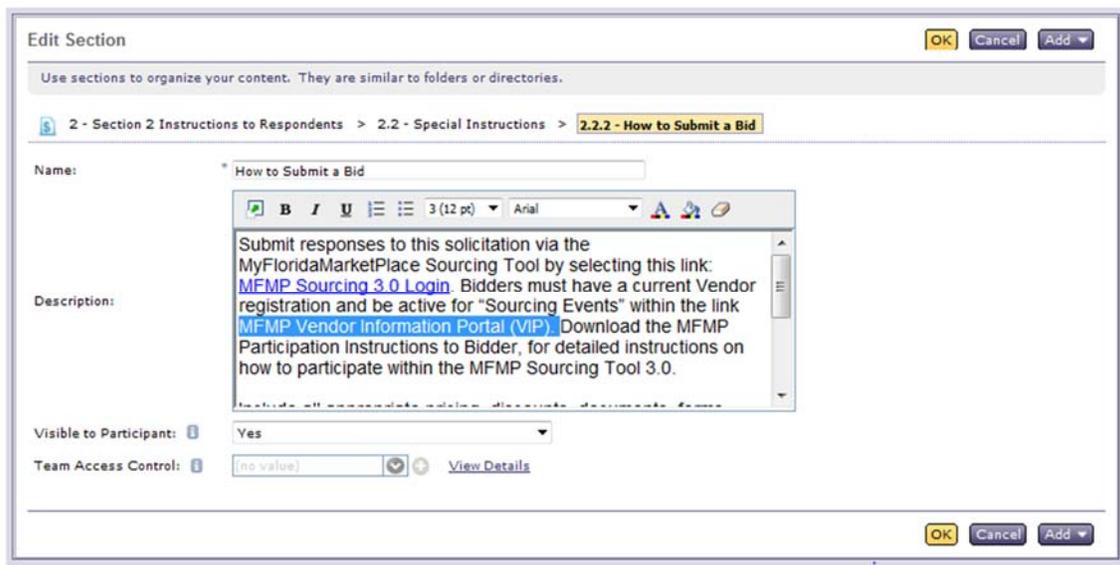
Step 1: Open the section of the event's content where you need to add a hyperlink.

Log into MFMP Sourcing, locate the desired event, and open the content page.



Step 2: Edit Content.

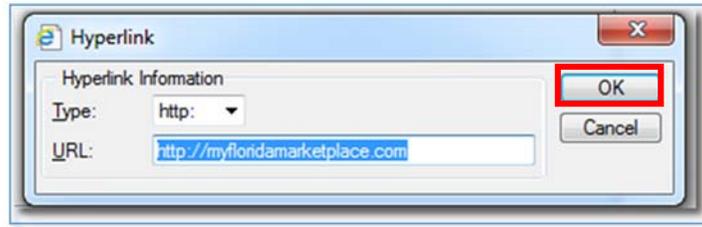
After opening the content section, you will be able to change or input new data inside the description field. When adding content to the event, MFMP recommends that entering the text from Textpad or Notepad, rather than Microsoft Word, to avoid creating Metatags.



The image shows a screenshot of the "Edit Section" form. At the top, it says "Use sections to organize your content. They are similar to folders or directories." Below that, there is a breadcrumb trail: "2 - Section 2 Instructions to Respondents > 2.2 - Special Instructions > 2.2.2 - How to Submit a Bid". The "Name:" field contains "How to Submit a Bid". The "Description:" field contains a text area with the following text: "Submit responses to this solicitation via the MyFloridaMarketPlace Sourcing Tool by selecting this link: [MFMP Sourcing 3.0 Login](#). Bidders must have a current Vendor registration and be active for 'Sourcing Events' within the link [MFMP Vendor Information Portal \(VIP\)](#). Download the MFMP Participation Instructions to Bidder, for detailed instructions on how to participate within the MFMP Sourcing Tool 3.0." Below the text area, there are fields for "Visible to Participant:" (set to "Yes") and "Team Access Control:" (set to "[no value]"). At the bottom right, there are "OK", "Cancel", and "Add" buttons.

Step 3: Add Hyperlink.

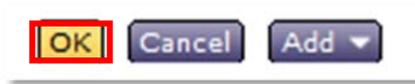
To insert an embedded hyperlink, highlight the word in which you would like to embed the hyperlink, and press CTRL+K. Insert the desired URL and click “OK”



After Clicking “OK,” you should be able to see the embedded hyperlink on the word(s) you highlighted.

Step 4: Save Content.

Finish creating the content by clicking ‘OK’ on the right side of the edit content screen.



Step 5: Verify that there are no Meta Tags.

After selecting ‘OK,’ you will be brought back to the content page. To verify that your hyperlinks are working and no metatags were included, click the ‘actions’ button and select a participant under ‘View As Participant’.

