Create a tag

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You can create tags in three ways:
- **In the top-level Tags page, use the Create option.**
- **In any article or category editor view, type into the Tags box and hit Enter.**
- **In any article or category editor view, paste a comma-separated list of tags into the box and hit Enter or tab. (example: alpha,bravo,charlie pasted in will create three tags: alpha, bravo, and charlie)**

Authors with the default Editor or Writer role can create tags. If you're using a **custom role**, you'll need to have the **Tags custom author role permission** to **Add new tags**.

Before you begin

Tags are quite versatile, but they don't support all characters.

Tags can contain these characters:
- **Upper and lowercase a-z**
- **Numbers**
- **Spaces**
- **These punctuation characters:**
  - **Dashes (-)**
  - **Underscores (_)**
  - **Pound sign/hashtags (#)**
  - **Equals sign (=)**
  - **At symbol (@)**
  - **Exclamation point (!)**
  - **Period (.)**
  - **Comma (,)**
  - **Quotation marks (")**
  - **Apostrophes (')**
  - **Colons (:)**
  - **Forward slashes (/)**

Tags can't contain these characters because they cause errors with tag search:
- **Question marks (?)**
- **Plus signs (+)**
- **Asterisks or stars (*)**
- **Ampersands (&)**

- **Carets (^)**
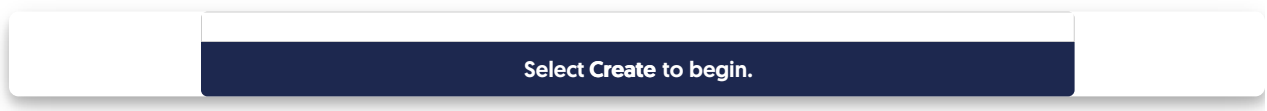- **Backward slashes (\)**
- **Dollar signs ($)**

Create tags in Tags page

Creating tags in the **Tags** page can be great if you:
- **Need to create a lot of tags at once**
- **Want to be able to see tags that already exist while you create new tags**
- **Want to be able to create the tag and mark it as internal/hidden from readers**

To do so:

1. **In the left navigation, select Tags.**

2. **Select Create:**

   Select **Create** to begin.

   The **Create Tag** modal opens.

3. **Enter the Tag name you'd like displayed for the tag.**

4. **If you'd like to use this tag only within app.knowledgeowl.com, check the Visibility box to Hide tag from readers. If you don't hide from readers, the tag will be visible in search and, potentially, in your article itself, depending on your configuration. Refer to What are tags? for more information.**

5. **Select Create Tag. The tag is added to your knowledge base and is available for use.**

Create tags in the editor individually

You can also create tags on the fly while you're editing an article, topic display category, or custom content category.

To do so:

1. **In the article editor and in select category editors (topic display and custom content), select the Tags text box below the editor.**

2. **To add one tag at a time, enter the name of your new tag.**

3. **Hit Enter, tab, or comma, or select anywhere outside of the box:**
   Your browser does not support HTML5 video.

4. **The tag(s) are created in the Tags page and added to this article.**

5. **Be sure to Save your article once you're done.**

Create tags in the editor in bulk

You can add a list of tags separated by commas while you're editing an article, topic display category, or custom content category. This can be a great way to create or add tags in bulk.

To do so:

1. In the article editor and in select category editors (topic display and custom content), select the **Tags** text box below the editor.

2. Type or paste in the list with each tag separated by a comma. For example: `alpha,bravo,charlie,delta` :

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3. Hit Enter or tab or select anywhere outside of the box.

4. The tags are created in the **Tags** page and added to this article.

5. Be sure to **Save** your article once you're done.