Create a tag

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You can create tags in three ways:

- In **Library > Tags** using the **Create** link.
- In any article or category editor view, by typing into the Tags box and hitting Enter
- In any article or category editor view, by pasting a comma-separated list of tags into the box and hitting Enter or tab. (example: alpha,bravo,charlie pasted in will create three tags: alpha, bravo, and charlie)

Our default **Editor** and **Writer** roles have permission to create tags. If you're using a custom author role, that role must have the Tag Permission to **Add new tags** to create tags.

> **Tags can contain:**
> - **Upper and lowercase a-z**
> - **Numbers**
> - Spaces
> - Special characters: dash (-) , underscore (_), pound sign/hashtag (#), equals sign (=), @ symbol, exclamation point (!), period (.), comma (,) quotation mark ("), apostrophe ('), colon (:), forward slash (/)
>
>   Other special characters (especially ? , + , * , & , ^ , \ , and $) will cause errors with tag search functionality
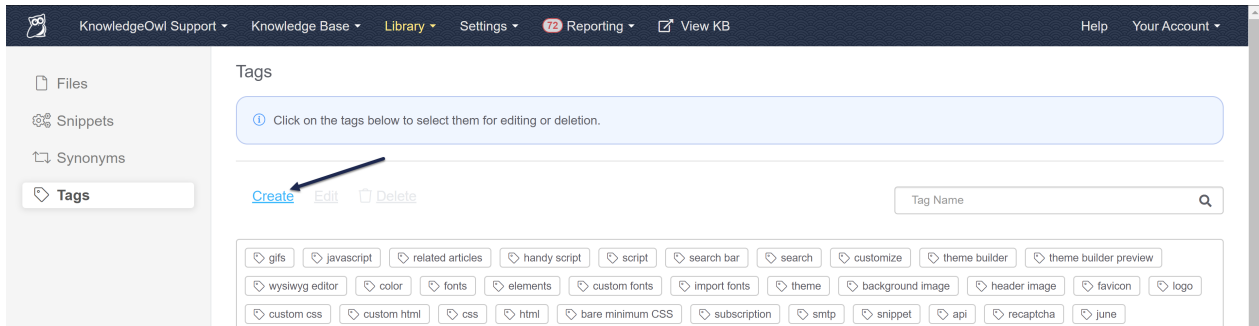
Create tags in Tag Library

Creating tags in the Tag Library 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 tags
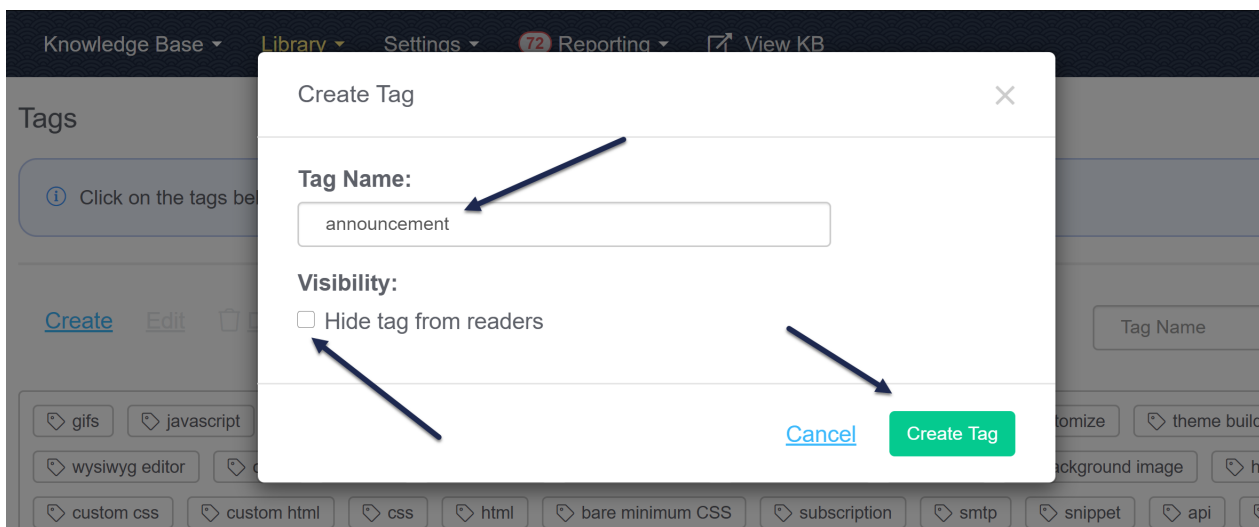- Want to be able to create the tag and mark it as internal/hidden from readers

To do so:

1. Go to **Library > Tags**.

2. Click the **Create** link near the upper left of the screen.

3. This will open the Create tag pop-up. Add the **Name** you'd like displayed for the tag. If you'd like to use this tag only within app.knowledgeowl.com, check the box under **Visibility** 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. See **What are tags?** for more information.
Here, I've created an "announcement" tag that will be visible to all readers:

4. Once you've finished editing the tag, click the **Create Tag** button. The tag will be added to your library and immediately 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), click in the **Tags** input box below the editor.

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

3. Then hit Enter, tab, or comma, or click outside of the box.

Tags 📋

```
Type tag name and hit enter or tab...
```

Search Phrases 📋

```
Type phrase and hit enter or tab...
```

Sample tag creation in Article Editor

4. The tag(s) will be created in the Tag Library 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), click in the **Tags** input box below the editor.

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

Tags 📋

```
Type tag name and hit enter or tab...
```

Search Phrases 📋

```
Type phrase and hit enter or tab...
```

Sample paste of comma-separated list of tags in Article Editor

3. Hit Enter or tab, or click outside of the box.

4. The tags will be created in the Tag Library and added to this article.

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