



Create a tag

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You can create tags in three ways:

- In the top-level Tags library using the Create option.
- 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)

Authors with the default Editor or Writer role can create tags. If you're using a [custom role](#), you'll need to have the Tag [Permission](#) to Add new tags.



Allowed characters

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 Tags library

Creating tags in the Tags 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 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.

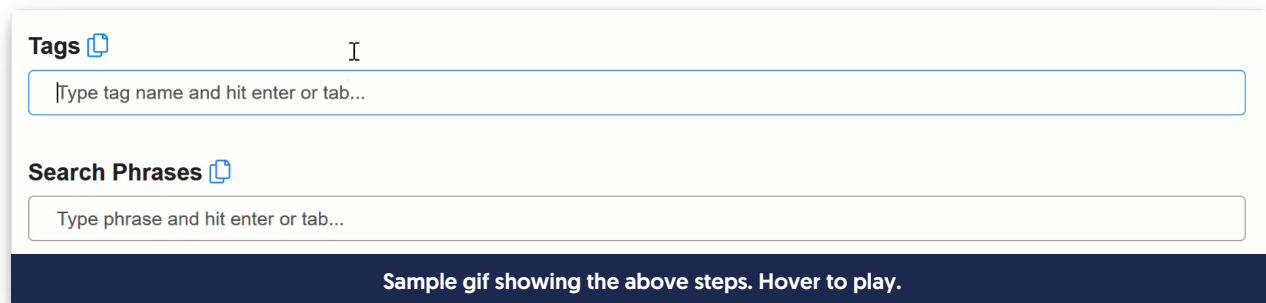
3. Enter the **Tag name** you'd like displayed for the tag.
4. If you'd like to use this tag only within app.knowledgeowl.com, check the **Visibility** box to **Hide tag from readers**. If you don't hide from readers, the tag will be visible in search and, potentially, in your article itself, depending on your configuration. Refer to [What are tags?](#) for more information.
5. Select **Create Tag**. The tag is added to your library 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.



The screenshot shows a modal with two input sections. The top section is titled 'Tags' with a document icon and contains a text box with the placeholder 'Type tag name and hit enter or tab...'. The bottom section is titled 'Search Phrases' with a document icon and contains a text box with the placeholder 'Type phrase and hit enter or tab...'. Below these sections is a dark blue bar with the text 'Sample gif showing the above steps. Hover to play.'

4. The tag(s) are created in the **Tags** 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), 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`

Tags 

Search Phrases 

Sample gif showing a pasted comma-separated list. Hover to play.

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

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

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