Add an existing tag to an article

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Creating a new tag is not always the same thing as adding a tag to an article.

Our default **Editor** and **Writer** roles have permission to add existing tags to articles and to create new tags. If you're using a **custom author role**, that role must have the Tag **Permission** to **Add existing tags to articles** but might not have the ability to **Add new tags**. (If you have both permissions, you can start typing and then create a new tag or select an existing; if you only have the ability to add existing tags to articles, you can only start typing and select from existing tags.)

To add an existing tag to an article:

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. Start typing the name of the tag. As you type, you'll get a list of autosuggested matching tags. You can use the arrow keys + Enter or click with your mouse to select the tag you'd like to add.

   Tags 📋

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

   Search Phrases 📋

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

   Find existing tags by typing part of the tag and selecting the tag you'd like to add

3. Once you've finished adding tags, be sure to **Save** the article or category you're working in.

> **Pro-tip: You can also add existing tags in bulk by pasting in a comma-separated list. For example, pasting in "alpha,bravo,charlie,delta" will add the tags "alpha", "bravo", "charlie", and "delta". If you paste in a tag that is already added to the article, the duplicate is detected and removed. See Create a tag for more details.**