Add an existing tag to an article

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Once a tag exists, you can add existing tags to articles.

Authors with the default Editor or Writer role can add existing tags to articles. If you're using a **custom role**, you'll need to have the **Tag custom author role permission** to **Add existing tags to articles.** Custom role authors with this permission and the **Add new tags permissions** can also create new tags; custom role authors with only the **Add existing tags to articles permission** 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), select the **Tags** text box below the editor.

2. Start typing the name of the tag. As you type, a list of autosuggested matching tags appears. You can use the arrow keys and Enter or select with your mouse to select the tag you'd like to add:
   Your browser does not support HTML5 video.

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

> **Add multiple tags at once**
> 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 enter a tag that's already added to the article, the duplicate is detected and removed. Refer to **Create a tag** for more details.