Add tags to multiple articles in bulk

Last modified on 09/25/2026 3:03 pm EDT

While you can easily open individual articles for editing and add tags to them, there are times when you might want to add a tag to multiple articles at once.

For example, perhaps you want to flag all the articles that haven't been updated in the last year as "needs update", or you've created a new department-specific tag and you want to add it to all the articles in one of your categories.

For this scenario:

1. Create a custom filter in **Manage** that displays the articles you want to add the tag to, or use search within a filter. Refer to Create a custom Manage filter for more detailed instructions.
2. Use the checkboxes to select the articles you want to add the tag to.
3. Use the **Bulk edit** option to add the tag to all the selected articles. Refer to Bulk edit articles in Manage for more information on completing bulk edits.

Our default Editor and Writer roles have permission to bulk edit articles. If you're using a custom author role, that role must have the **Articles** custom author role permission to **Edit articles in bulk** to bulk edit articles.

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