



# Add tags to multiple articles in bulk

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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.