How do I add labels to an article?

Q: How do I add labels to an article?

Answer

Labels

In order to add labels to a Knowledge Base article you must:

- Have authoring permissions. You can only add labels to articles for which you have edit permissions. Authoring permissions are available to MIT community members. You can Request authoring permission (MIT community only)
- Be logged in. Click on the "Login for more" link at the top-right corner of the screen.

You can add labels to an article from the editing screen or when viewing an article. The easiest method is from the viewing screen.

To add labels to an article:

1. Navigate to the article.
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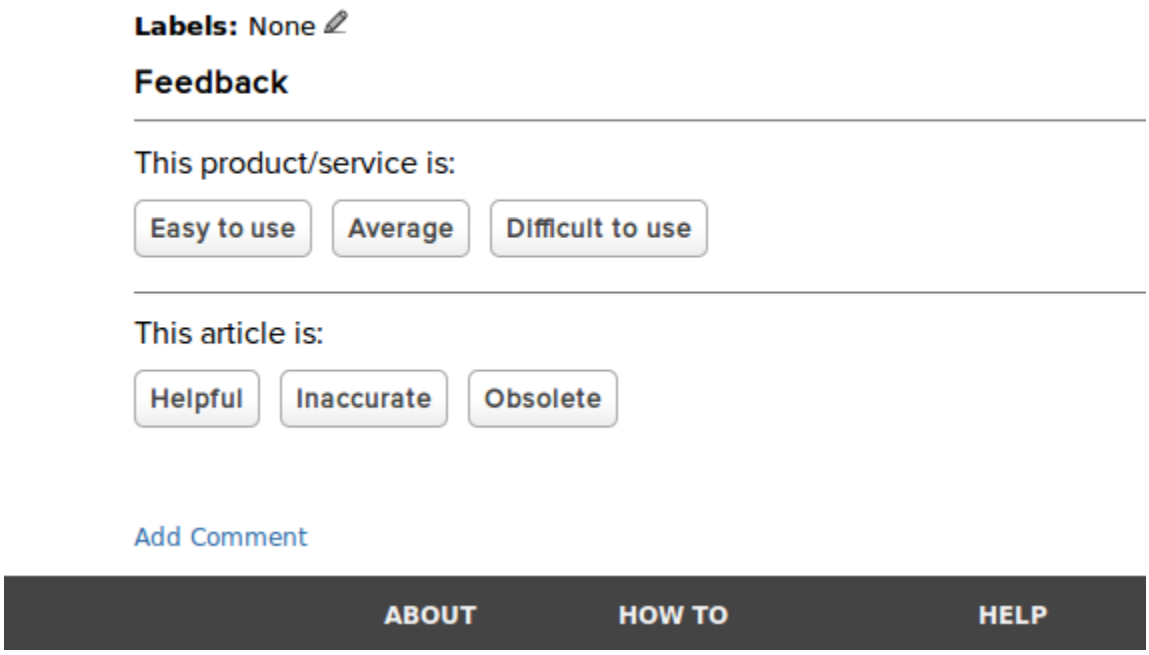
2. Scroll down to the bottom of the screen to where the existing labels, if any, are listed.



   -
3. Click the pencil icon. It will be to the right of any existing labels on the article.
   Result: A text entry box for labels will appear.
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4. Enter the labels you wish to add to the article and click **Add**.
   Result: The labels are added to the article.

> **Spaces as separators**
> Confluence treats spaces as label separators. If you need to simulate a multi-word label, you can use the underscore character to separate words.

Category Labels

Labels not only assist with searching, but also allow you to put your article into the categories structure you see when you click the "Browse by Category" link (located under the "Search for Answers" button) at the top of the page. For more information and instructions, see: What are categories and how do I add an article to a category?

Personal labels

If you don't have permissions to edit an article, but can log into The Knowledge Base (any member of the MIT community can log into The Knowledge Base using their MIT credentials) you can still add labels to articles. However, these will be "personal labels" visible and usable by you but not visible to other users of The Knowledge Base.

In other respects they work just like normal labels, and you add and remove them the same way.