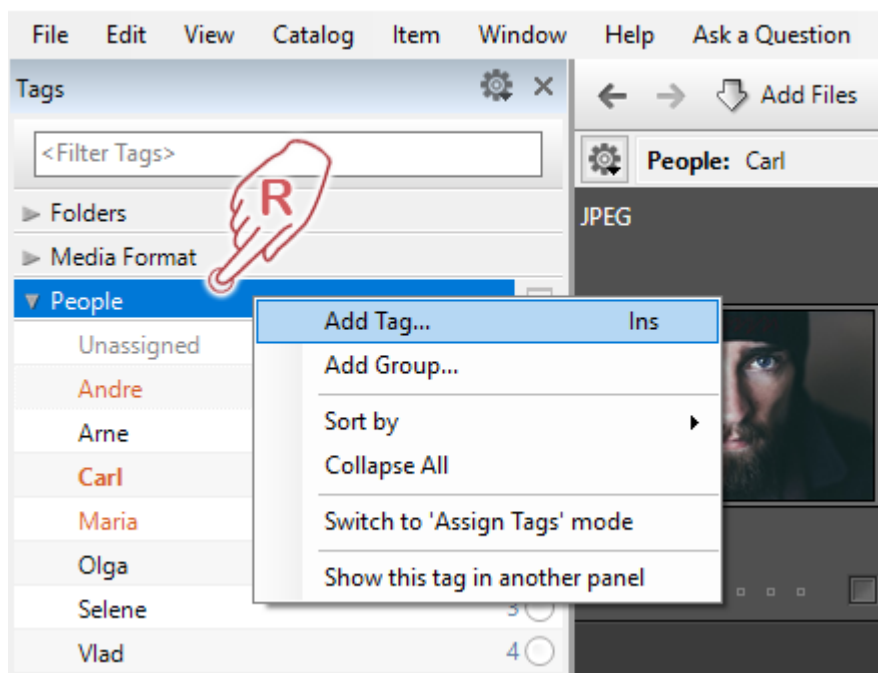
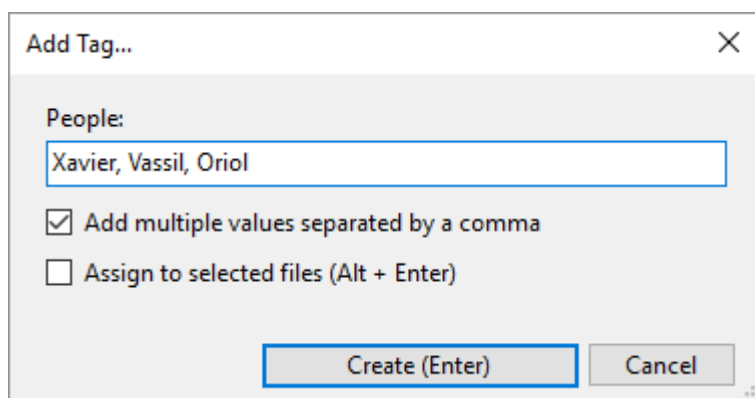


Creating new Tags with the Tags Panel

To create a new tag in the **Catalog Tags Panel**, right-click the corresponding tag-heading and select **Add Tag** from the submenu or simply press the **Ins** key.



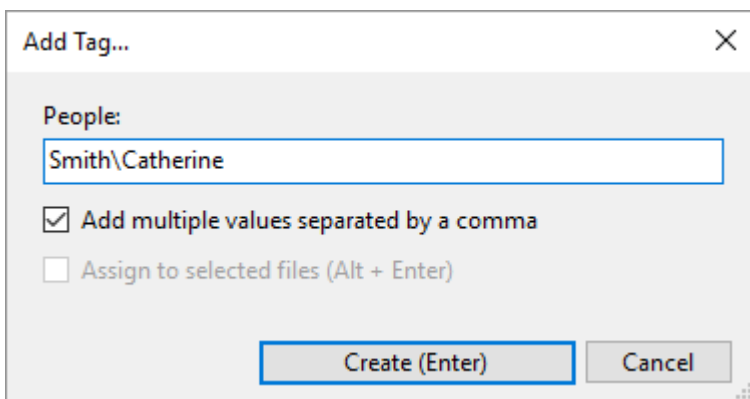
In the dialog box, type one or multiple tag-names (separated by commas) in the corresponding text box. If you want to create just one tag that includes a comma within its name, disable the **Add multiple values separated by a comma** option – the name will now include the comma as a punctuation mark rather than as a delimiter.



In this example we create three new tags for the **People** section.

If you have already selected one or more items in the browser before opening this dialog box, you can activate the **Assign to selected files** option. The new tags will then be assigned immediately after you create the tag name. Otherwise, tag names are created, but they are not assigned to items.

To create a hierarchical tag, use a “\” delimiter:



You can also create a tag inside the existing tag. To do this, select a tag and press **Ctrl+Ins**. Alternatively, right-click a tag and select **“Add Tags inside TagName”**.

In the example below we add three new tags under the tag “Smith”:

