


Tag your content items with taxonomies


September 6, 2022 • David Klement and Jan Cerman • 2 min read

Tag and label your content items using taxonomies. With tagged content, you can use filters to find the right content faster. This way you can easily perform bulk actions like [publishing](#) and [scheduling](#).

Tag content items

 Before you can tag content items with taxonomies, your project manager first needs to [adjust the content model](#) so that there are taxonomy elements to use.


To tag a content item:

1. In  **Content & assets**, open the item you want to tag.
2. Find a taxonomy element with a list of checkboxes.
 - If the taxonomy contains 7 or more terms, you'll see a dropdown list instead of checkboxes.
3. Tag the item by selecting a term from the list.

That's it. Repeat as needed.

Find tagged content


With your content [tagged](#), you can filter your content items by taxonomy terms.

1. In  **Content & assets**, use the taxonomy filter on the left.
2. From the Taxonomy dropdown list, select a taxonomy term or two.

The content list updates automatically with items matching your criteria.

Perform bulk operations on tagged content

When you refine your filter, you can publish the matching content items.

1. Select the items you want to process.
 - If you need to select all the items, select the checkbox next to the **Name** column header.
2. Click  icon on the right above the content item list and select one of the actions like [Publish](#) or [Change workflow step](#).

What's next?

- Use the \emptyset *Not in* filter to quickly [find and filter untagged content](#).
- With [advanced asset management](#), you can also use taxonomies to [organize your assets](#).
- Use taxonomies to [create releases](#) and publish the right content at the right time.