



## FAQ – Labels vs Tags

### What is the difference between tags and labels?

The primary difference between tags and labels are the ways they are leveraged in the community.

Tags	Labels
User defined	Community defined
Can use as many tags as you want	Can use from a pre-defined list
Helps to filter and search	Helps to filter and search
	Creates structure

### What is a tag?

A tag is a single keyword or phrase that describes the topic, theme, or subject of a post. Tags are information that users can enter to their individual posts that help in creating a taxonomy for other users when searching for something. You can add as many tags as you want and so can other community members. Be sure to use commas between tags.

### What can I do with tags?

Tagging is a way to help other users discover interesting posts. It's also a way to organize content in the community that you think is related. When you apply tags to a post, you add to the value by providing another way for people to find it.

### How do I tag?

- Create a new forum post
- On the right navigation, type in your tags, separated by commas.

SW Community Home / Software / Agile Planning and Lifecycle / ALM Octane / ALM Octane Practitioners / New Post

Communities ▾ Blogs ▾ Quick Links ▾ Protect724 ▾ Product List ▾ NEW POST ENGLISH ▾ WINKRA SIGN OUT SWITCH USER

Search for This board

How to add a tag

Autosaved at 10:54 AM

Body

RICH TEXT HTML PREVIEW

Filter by Labels

Message Tags

tags, custom tags, FAQs

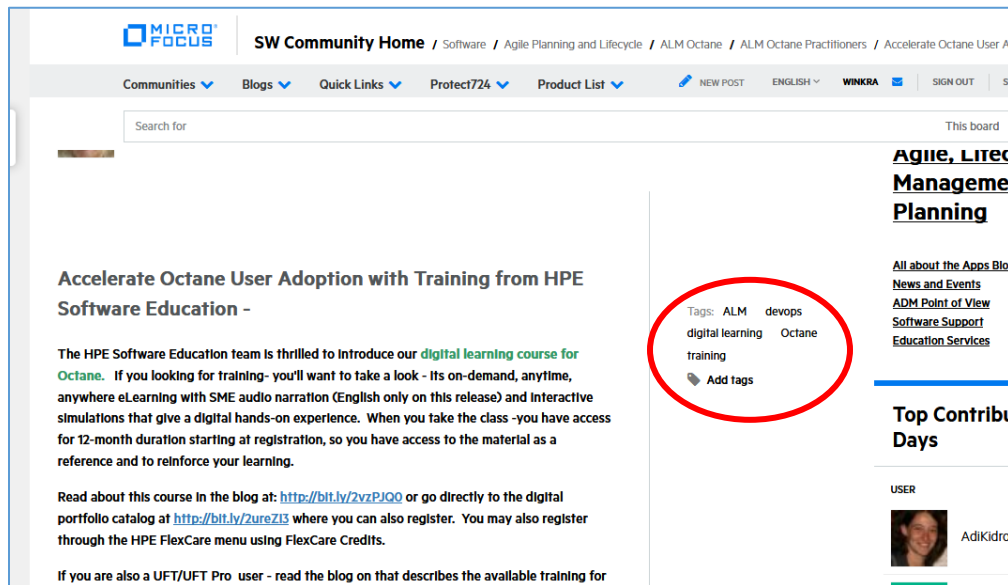
Use commas between tags.

Do not allow anyone to tag this post

Cover photo

+ Photo

- Or, navigate to an interesting post or comment
- Click in the Add Tag field and type your tags (separated by commas)
- Click Add Tag



### What is a label?

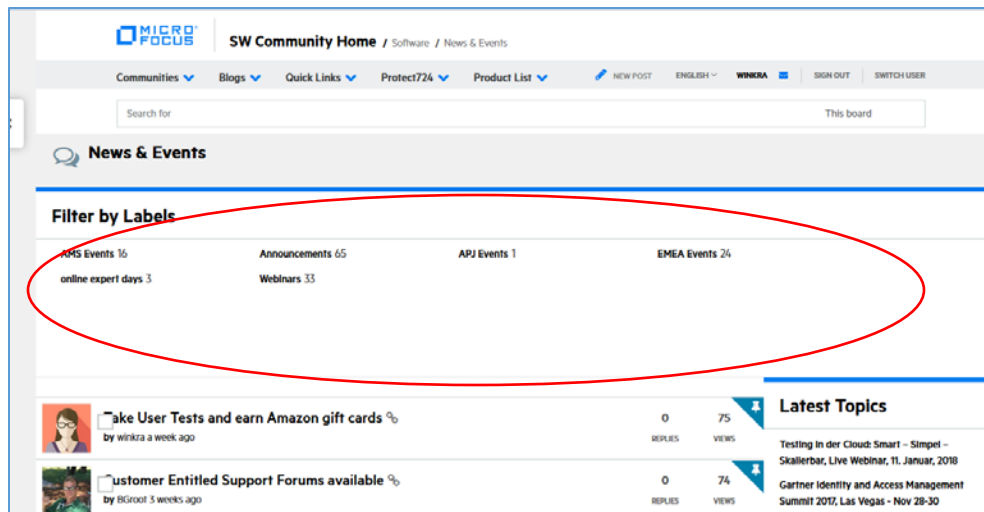
Labels are used within a community to help categorize articles in a variety of discussion styles; forums, blogs, Q&A, ideas, TKBs. Labels are a great way to enable authors to categorize the content they write based on the themes or content in the article. Community members can filter content through labels.

Labels are predefined, unlike tags. Labels are added by the author. They are not configurable by other commentators (unlike tags).

### How can I use labels to help find content?

Filter content by labels:

- Go to a discussion category
- At the top of the page you will see “Filter by labels” with labels listed below
- Select a label
- You will now see posts categorized under that specific label



Below is an example of all posts with the label “webinars”

