

You can allow editors and other users to tag pages on the Form tab. This makes it possible for tagging pages when they are being created. Users can also tag existing pages without having to access the **Properties -> Metadata** tab of the **Pages** application.

To allow users to tag pages on the **Form** tab, add a new field to the page type that you want to allow tagging on the **Form** tab for.

1. Open the **Page types** application.
2. **Edit** the page type for which you want to allow tagging on the **Form** tab.
3. Switch to the **Fields** tab.
4. (Optional) Click (...) and create a **New category** for the new page tagging field.
5. Click **New field**.
6. Fill in the properties of the new field as follows:
  - a. **Field type:** Page field
  - b. **Field name:** DocumentTags
  - c. **Field caption:** Tags (for example)
  - d. **Field description:** any description that you want users to see when hovering over the field caption
  - e. **Form control:** Tag selector

**Field type**

Field type: Page field

**General**

Group: Page fields

Field name: DocumentTags

Field type: Long text

Required: ☐

Default value:

Translate field: ☐

GUID: 4d1d838a-bb93-4e87-a046-e8b71fb18a15

☒ Display field in the editing form

**Field appearance**

Field caption: Tags

Field description: Enter or select tags for the document.

Explanation text:

Form control: Tag selector

7. **Save** the field.

Whenever users edit pages of this type on the **Form** tab or create new pages of this type, they can tag the pages as well.

Tags:  Select

Enter tags separated with comma. Example: dogs, "angry birds", cats

**i** If you need to create a custom page type with a tag selector, the tag selector must be bound to a system field.