

How to Add and Filter Tags

Andrew has recently added a tag field to worldbuilding pages on Notebook.ai. Here's a quick overview of how to use them.

Instructions Only

(To go directly to instructions with screenshots, click [here](#).)

To Add Tags

1. Navigate to the page to which you wish to add tags and click the **Edit** button. *(It can be found underneath the page header on the right and looks like a pencil.)*
2. Scroll down to the **Tags** field. Click inside it.
3. Type your desired tag. Press the Enter key (on mobile, tap 'Go' on the onscreen keyboard) and the tag will appear in a grey bubble. You can click the **X** beside it to remove it.
4. Alternately, you can add existing tags to a page by clicking on them in the list of suggestions.
5. Save your changes by clicking the **Save** button. *(It can be found underneath the page header on the right and looks like a floppy disk.)*
6. Your page now has tags!

To Filter Using Tags

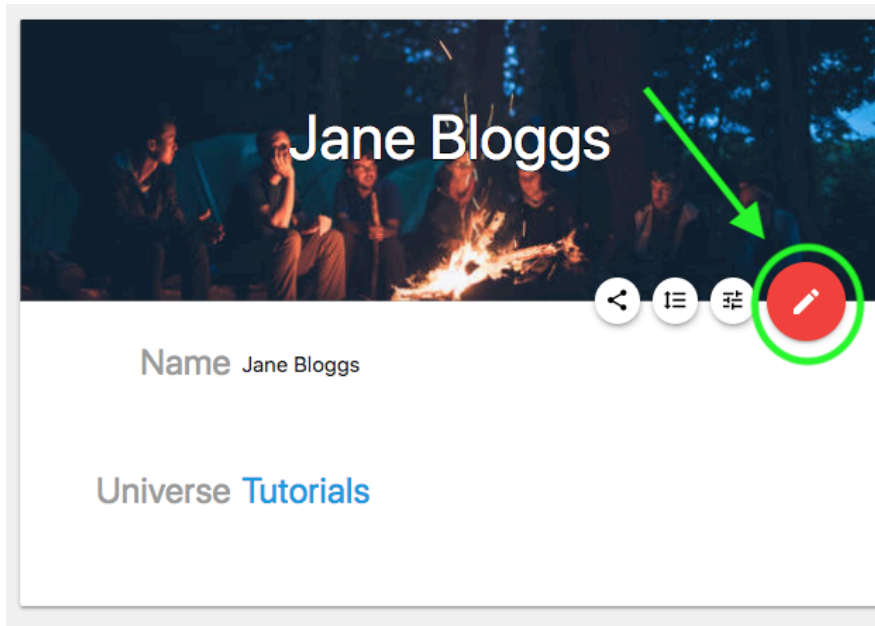
1. Navigate to the list of characters/locations/items that you would like to filter.
2. Click the tag icon underneath the list header.
3. A list of tags you've created will appear. Click the tag you would like to filter by.
4. The list will refresh and only pages with the tag you selected will appear.

Happy worldbuilding!

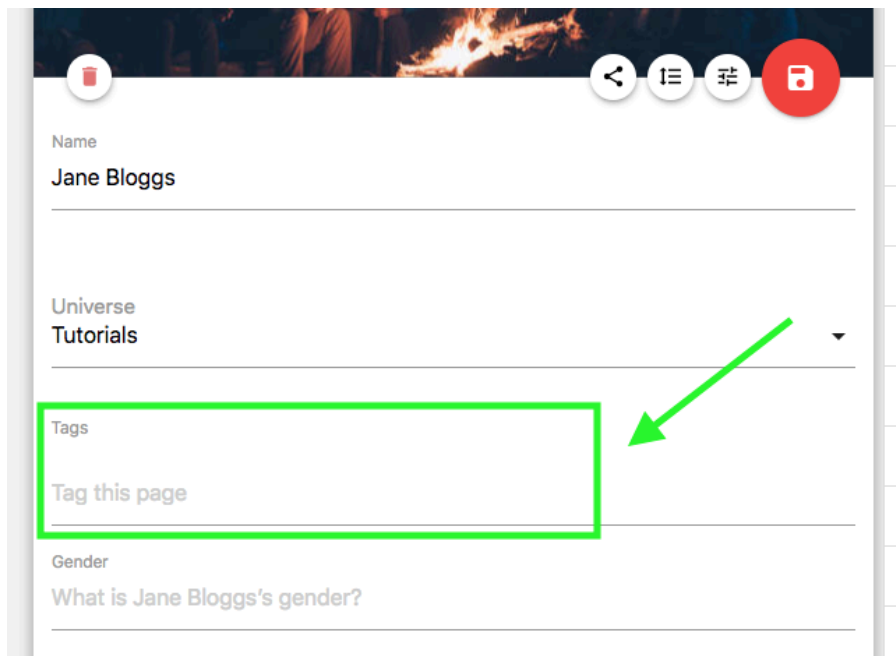
Instructions with Screenshots

To Add Tags

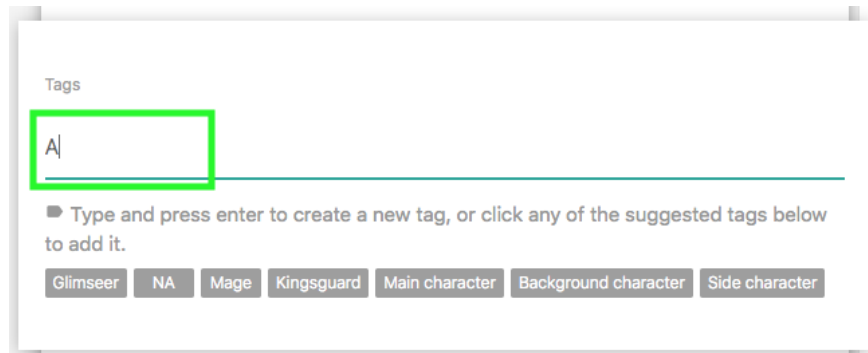
1. Navigate to the page to which you wish to add tags and click the **Edit** button. I will be editing a character page.



2. Scroll down to the **Tags** field. Click inside it.



3. Type your desired tag. I'm going to add the tag "A" for adult, as I like to filter my characters by age sometimes.



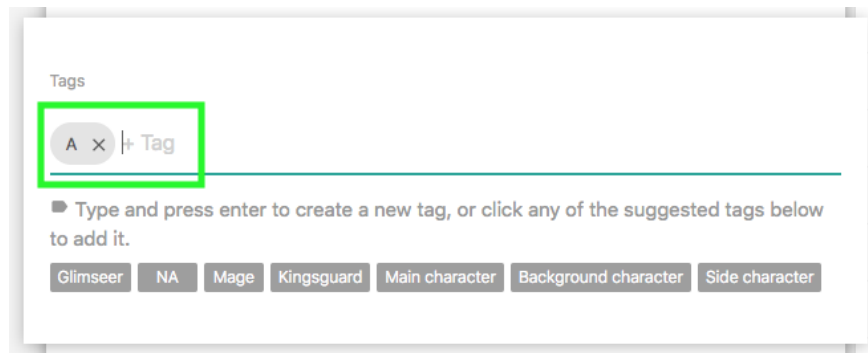
Tags

A

Type and press enter to create a new tag, or click any of the suggested tags below to add it.

Glimseer NA Mage Kingsguard Main character Background character Side character

4. Press the Enter key (on mobile, tap 'Go' on the onscreen keyboard) and the tag will appear in a grey bubble. You can click the **X** beside it to remove it.



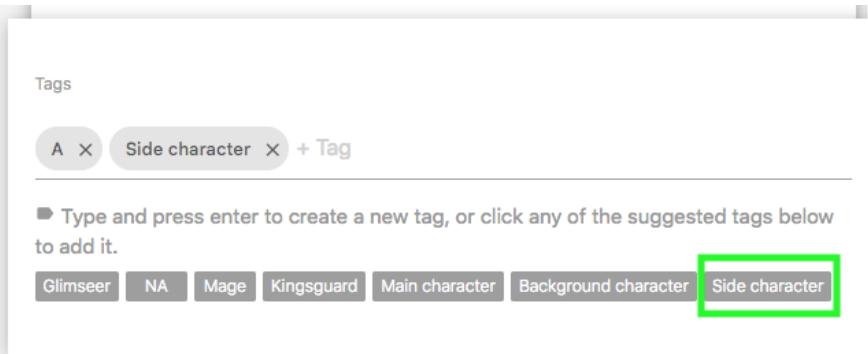
Tags

A X + Tag

Type and press enter to create a new tag, or click any of the suggested tags below to add it.

Glimseer NA Mage Kingsguard Main character Background character Side character

5. Alternately, you can add existing tags to a page by clicking on them in the list of suggestions. I'm going to add the tag "Side character".



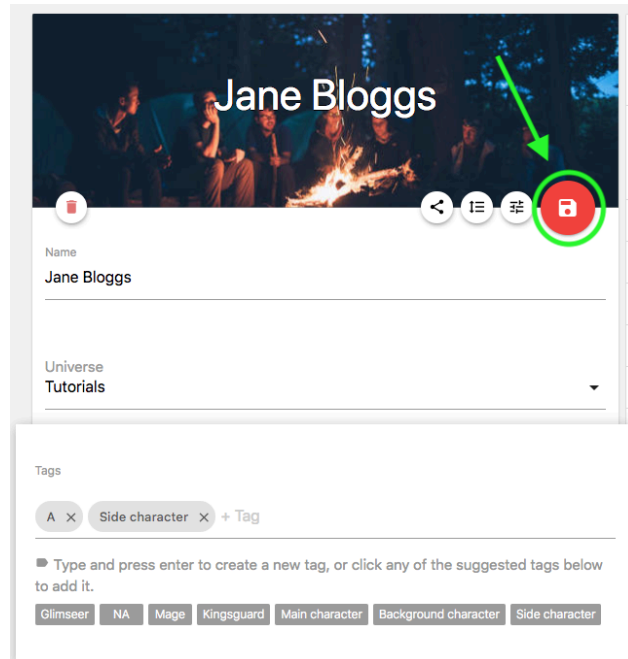
Tags

A X Side character X + Tag

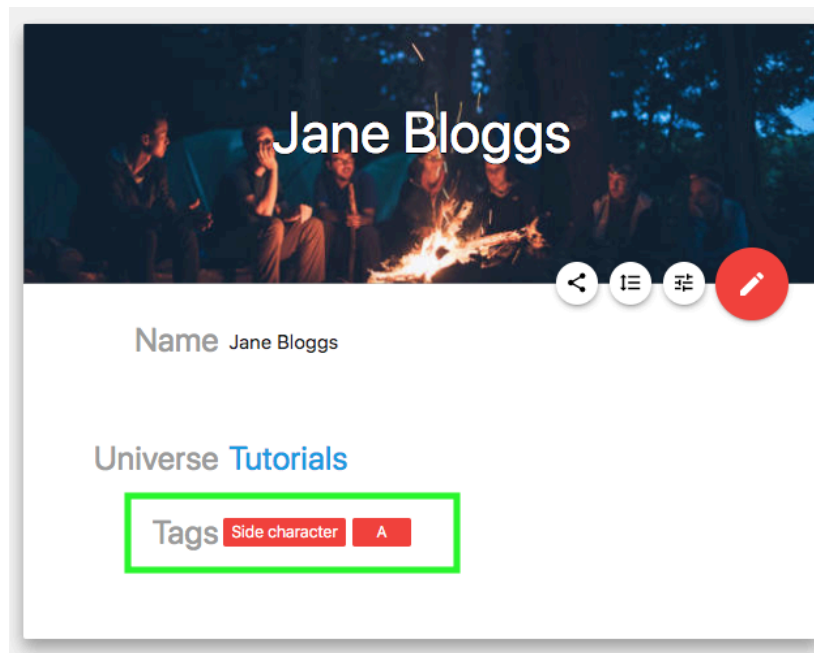
Type and press enter to create a new tag, or click any of the suggested tags below to add it.

Glimseer NA Mage Kingsguard Main character Background character Side character

6. When you have the tags you want, save your changes by clicking the **Save** button.

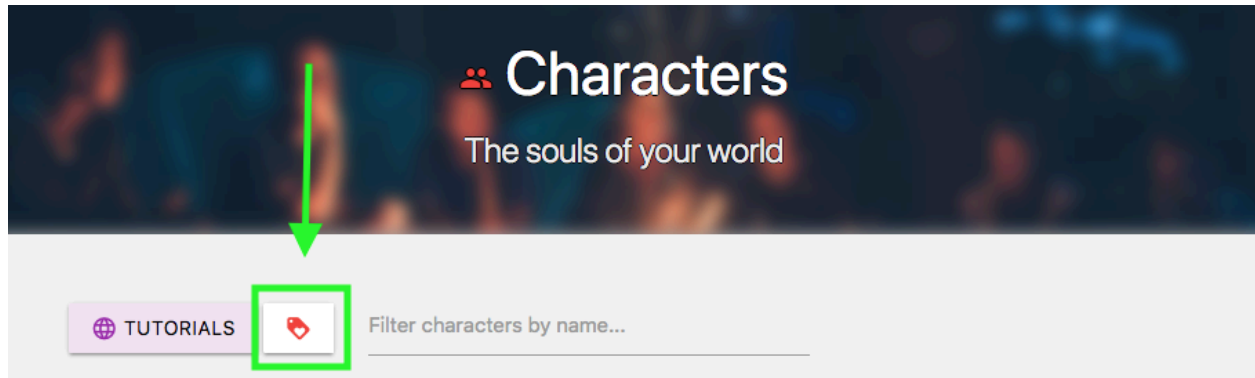


7. Your page now has tags!

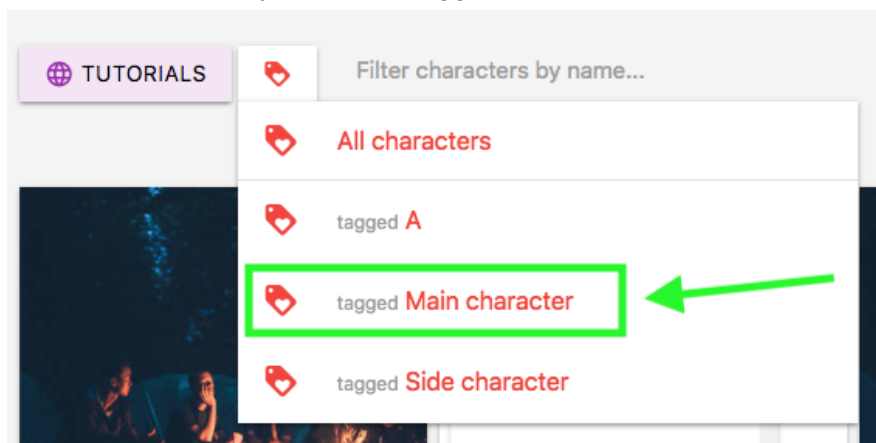


To Filter Using Tags

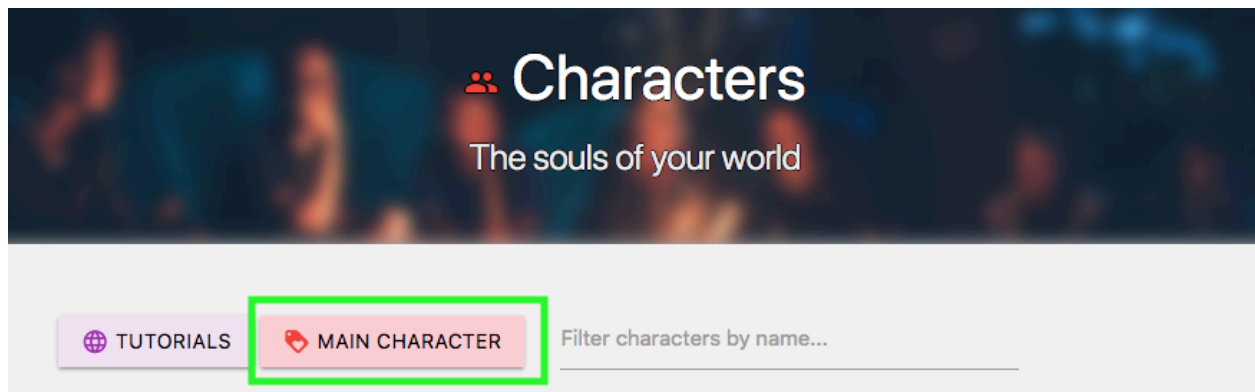
1. Navigate to the list of characters/locations/items that you would like to filter. I'm going to filter my list of characters.
2. Click the tag icon underneath the list header.



3. A dropdown list of tags you've created will appear. Click the tag you would like to filter by. I'd like to search for any character tagged "Main character".



4. The list will refresh and only pages with the tag you selected will appear.



Happy worldbuilding!