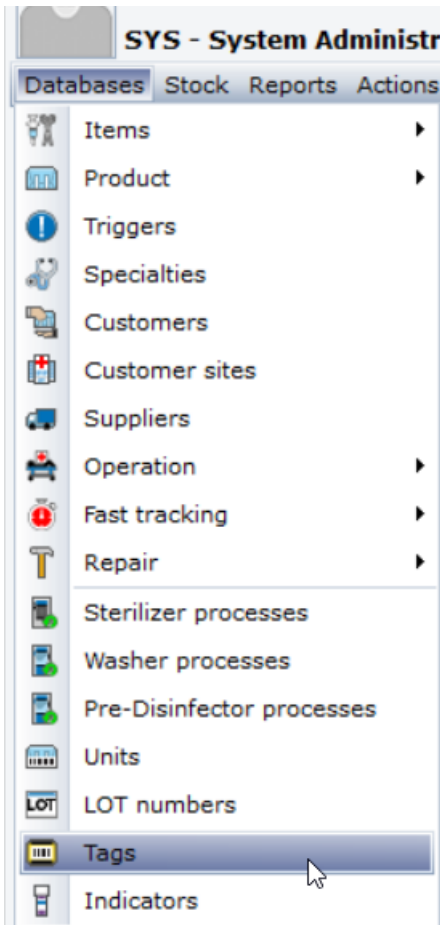
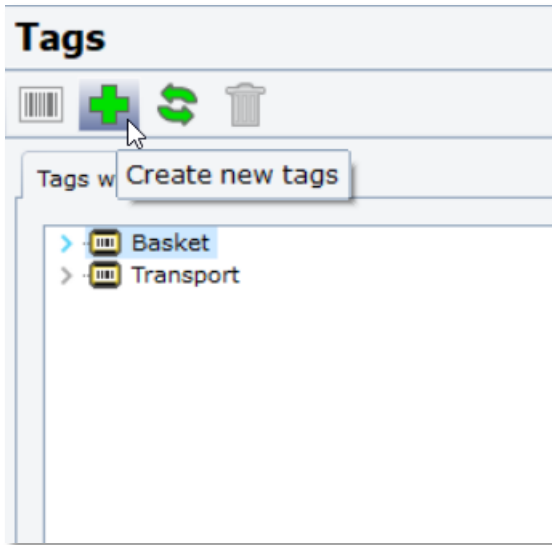


# T-DOC v16 Create New Tags

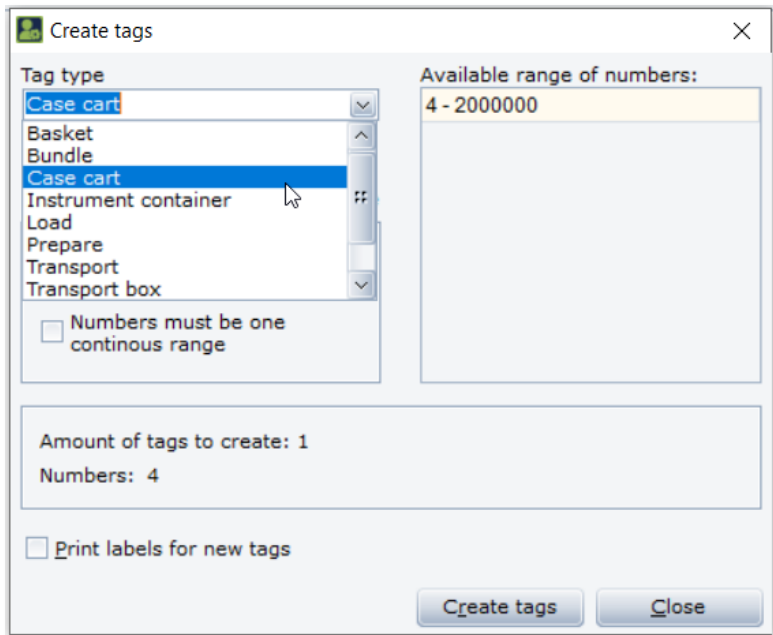
1. To create a new Tag, click **Databases > Tags**.



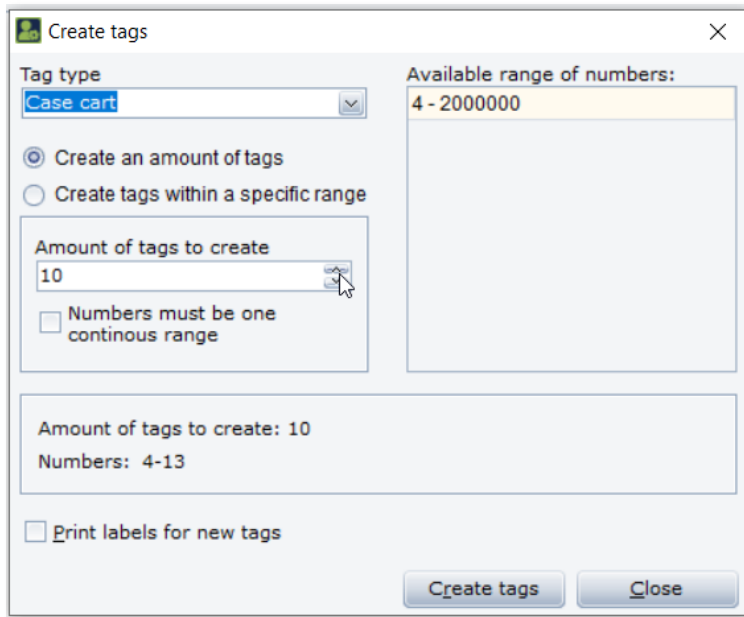
2. Click  .



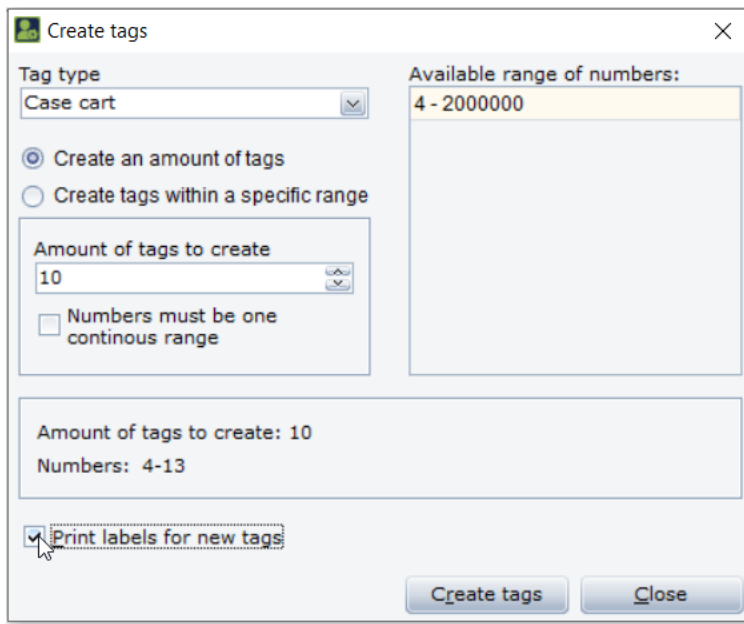
3. Click the drop-down menu to select the tag type.



4. Click the up and down arrows or enter the number of tags you want to create.



5. Click the checkbox to print labels.



6. Click **Create tags**.