

# Creating Predefined Labels or Filters

Requires

TARGETED SEARCH

# Creating Predefined Labels or Filters

## Prompt

Establishing chosen words for labeling and filtering content.

## Outcome

Although Confluence allows users to add and use [labels](#) in a free-form manner, in many cases it is better to create labels ahead of time so that content can be labeled from a [predefined set of terms](#), thereby decreasing the chances of content being labeled incorrectly or inconsistently. These predefined labels, or [filters](#), can also be used to narrow search results.


Adding a new filter to your site's [taxonomy](#) is simply a matter of placing it in a [filter group](#).

## Steps


### Decide where the filter/predefined label belongs in your site's taxonomy

Navigate to the [Targeted Search Filters page](#) to view all existing filter groups. Is there already a filter group for this new filter? If not, you may need to [create a new filter group](#).

### Add the filter to the appropriate filter group

Click the gear icon  that corresponds with your chosen filter group and select "Add Filter". You will be prompted to enter a human-friendly name for this filter (e.g., *Human Resources*) as well as the actual label string (e.g., *human\_resources*).

### Add a nested filter group

You can create filter groups within filter groups (called "subcategories"). Subcategories are always created under a [filter](#). If you haven't done so, create a filter first, then click the gear icon  next to this filter. Select "Add subcategory". You will be prompted to enter a human-friendly name and an optional prefix. The prefix is added to each of the filters within this subcategory.

## Note



Confluence's search engine breaks apart text strings that are separated by hyphens.

Labels such as *part-time* or *world-class* are automatically separated into *part*, *time*, *world*, and *class*, which can make search results from queries with hyphenated terms less relevant. For this reason, **we advise against using hyphens in labels** and recommend using underscores (\_) instead (e.g., *part\_time*, *world\_class*).

The corresponding human-friendly name for any filter can include hyphens, spaces, and uppercase letters (e.g., *Part-Time*, *World Class*).

## Tip

## Warning

## Info

## Related

- [Editing or Deleting Filters](#)
- [Editing or Deleting Filter Groups](#)
- [Creating Filter Groups](#)