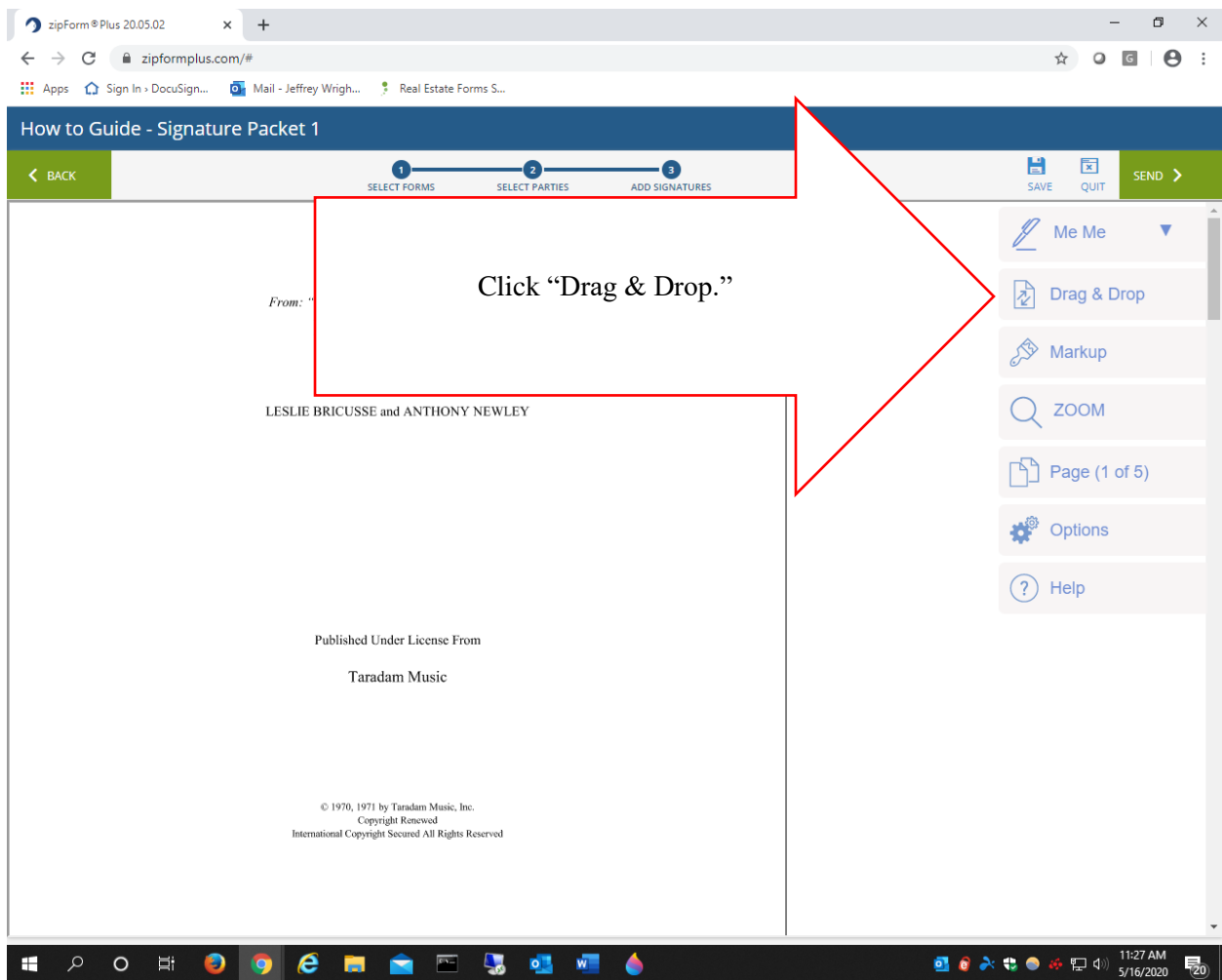# Digital Ink – Pasting Multiple Tags with Fewer Clicks

This guide presumes that you can get all the way to the point in the signing platform where you may need to tag a PDF document for signatures.
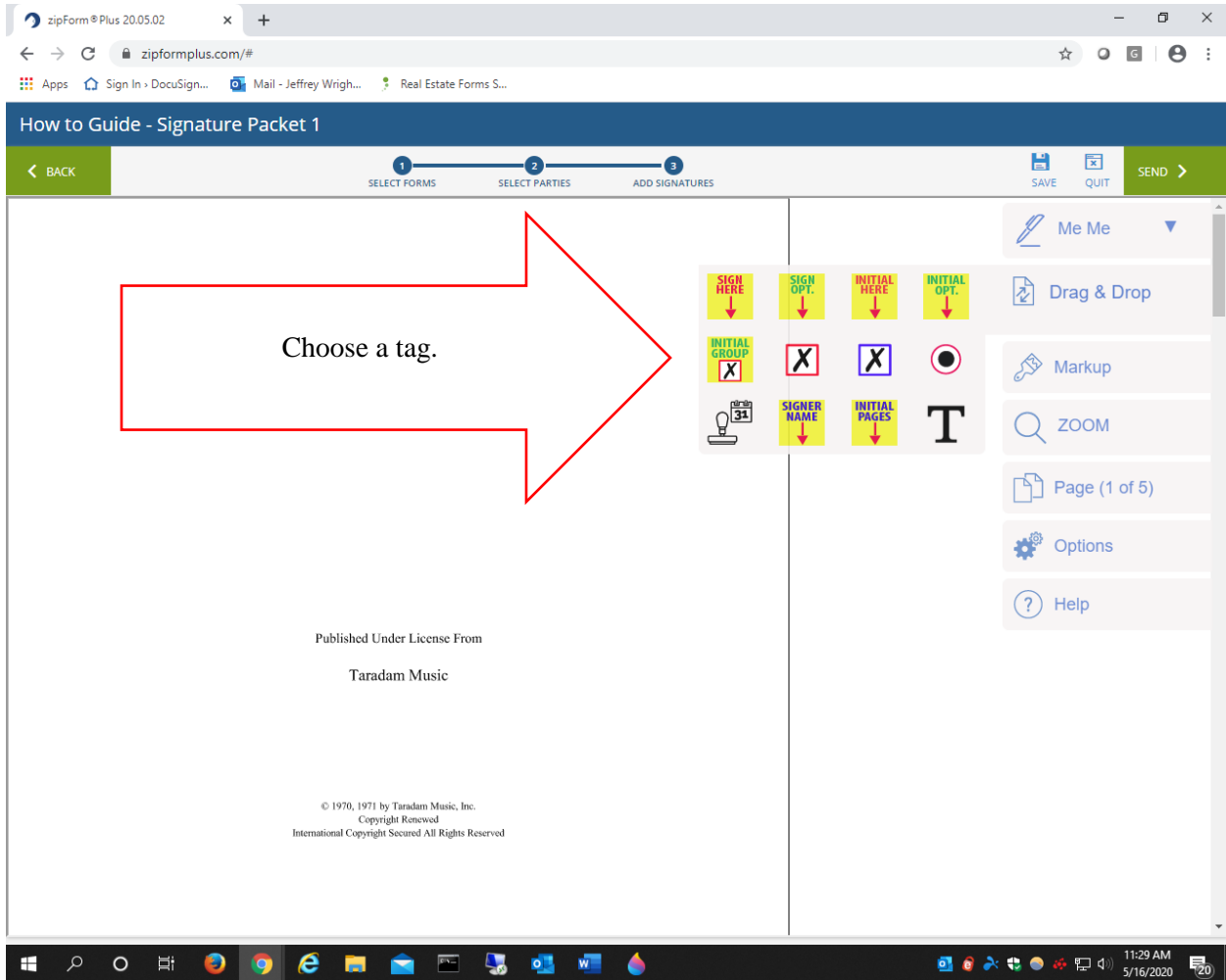
Note: Forms are pre-tagged. This only applies to PDF documents that you need to tag.
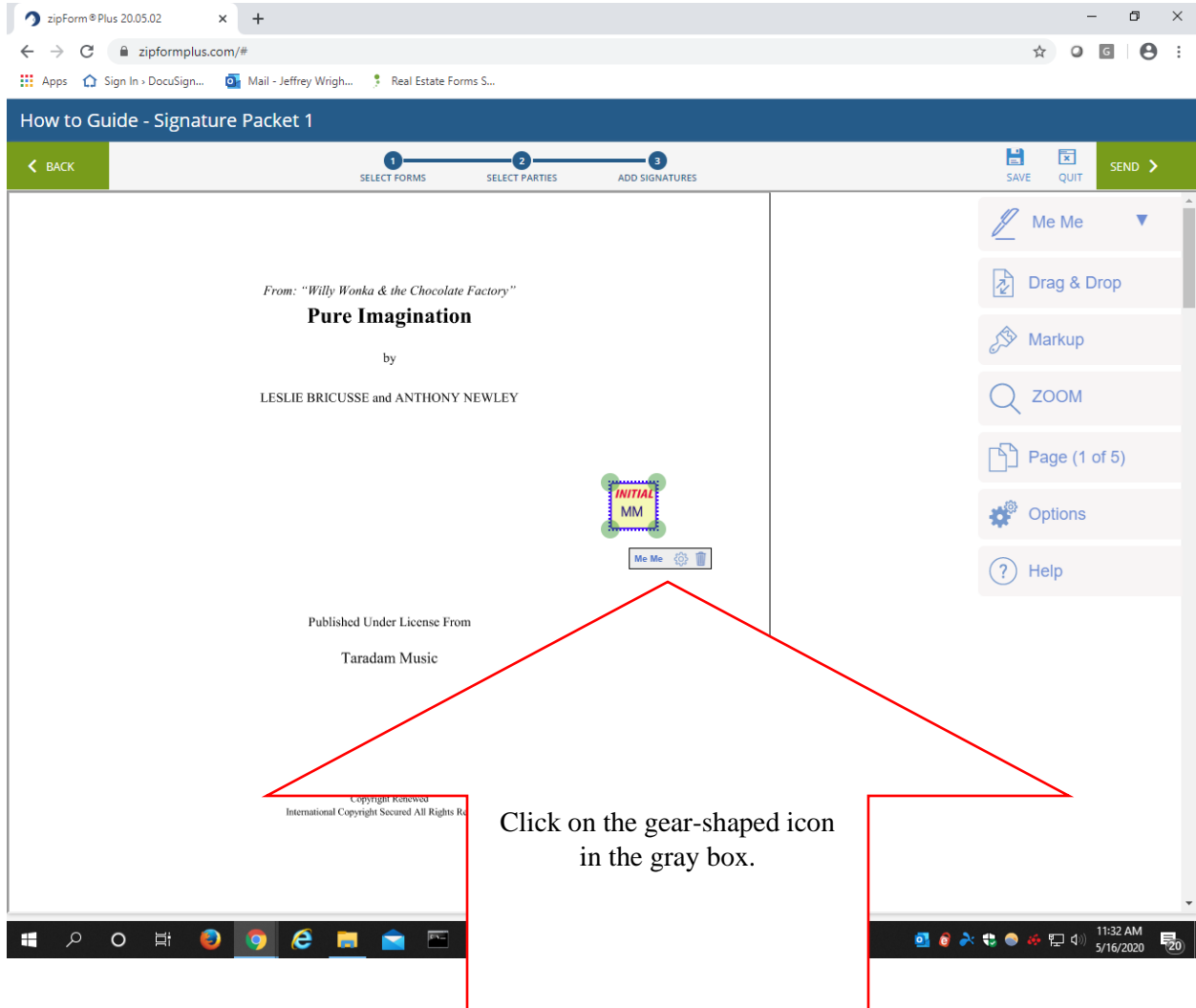
1. Click on the "Drag & Drop" icon.

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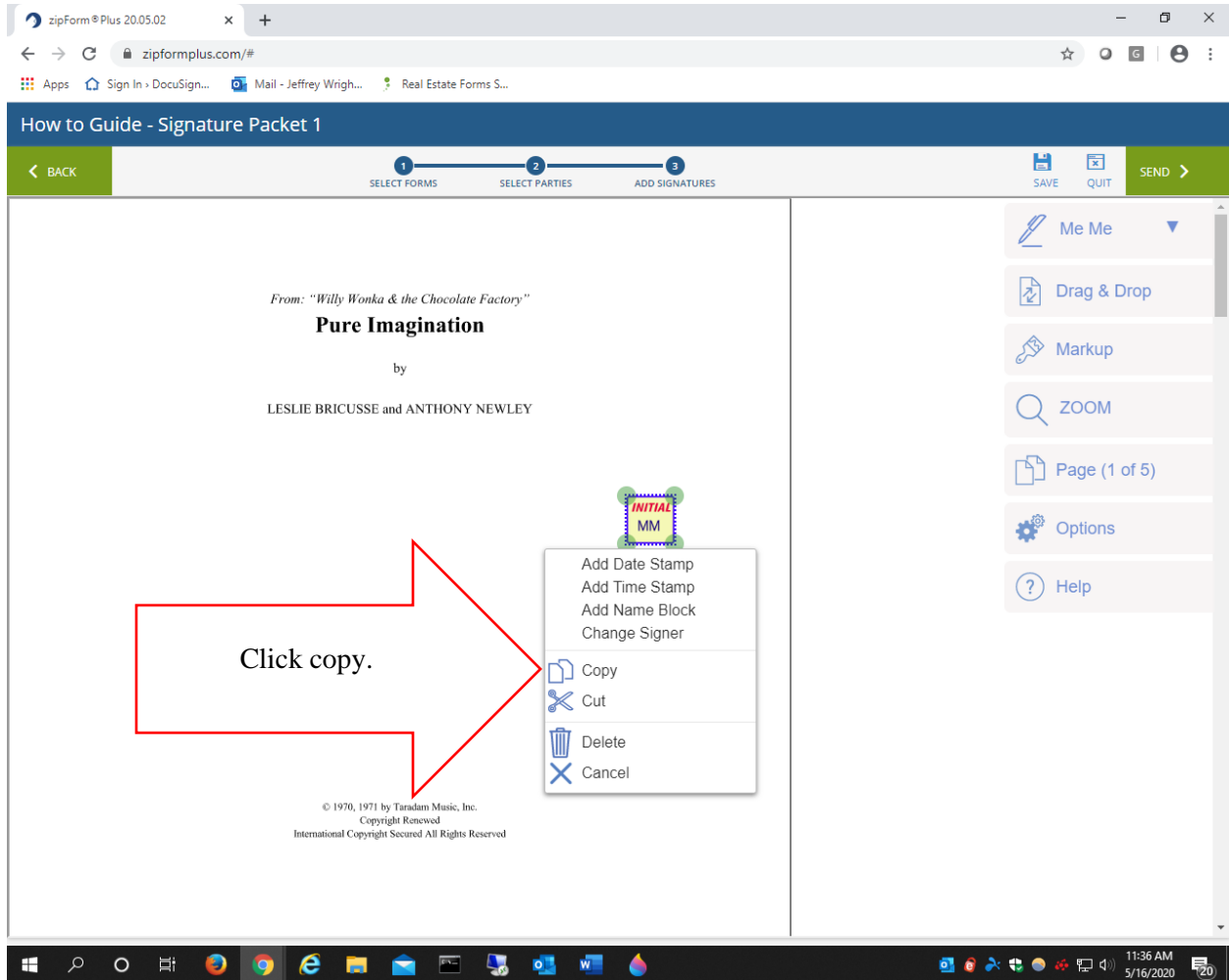2. Choose the "tag" that you want to use.

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3. Place your first tag where it needs to go. You will notice that underneath the tag there is a gray box with several icons in it. Click on the gear-shaped icon.

Click on the gear-shaped icon in the gray box.

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4. Choose "Copy."

5. From there you can go to every other part of the document which needs that specific tag, right-click where you want to put it, and click "Paste." Continue this process until you have finished.