

WordPress - Edit Tags

Topics : <u>Wordpress</u> Written on <u>December 15, 2023</u>

Editing tags in WordPress is a straightforward process. Here are the steps to edit tags:

Edit Tags from Post Editor:

1. Login to your WordPress Dashboard:

- Open your web browser and navigate to the login page of your WordPress site.
- Enter your username and password to log in.

2. Access the Posts Section:

• In the left sidebar, find and click on "Posts."

3. Select or Add a Post:

• Choose the post that contains the tags you want to edit by clicking on its title, or create a new post by clicking on "Add New."

4. Locate the Tags Section:

• In the post editor screen, look for the "Tags" meta box on the right-hand side.

5. Edit Tags:

- In the "Tags" box, you'll see a list of tags associated with the post.
- Hover over the tag you want to edit, and you'll see an "Edit" link.
- $\circ\,$ Click "Edit" and make the desired changes to the tag name.
- $\circ\,$ Press "Enter" or click outside the tag box to save your changes.

6. Save or Update the Post:

• After editing the tags, you can save the post as a draft, preview it, or update it if it's already published by clicking the "Save Draft" or "Update" button.

Edit Tags from Tags Section:

1. Access the Tags Section:

 $\circ~$ In the WordPress Dashboard, find and click on "Posts" and then "Tags."

2. Edit Tags:

- $\circ\,$ On the Tags page, you'll see a list of existing tags.
- $\circ\,$ Hover over the tag you want to edit, and you'll see options like Edit and Delete.
- $\circ~$ Click "Edit" to modify the tag name and slug.
- Click "Update" to save your changes.

If you want to make broader changes across multiple posts or want to manage tags independently of posts, you can also go to "Posts" > "Tags" in the WordPress Dashboard. There, you can edit or delete tags, as well as add new ones.

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|---|---|---|
| 🚳 Dashboard | Edit Tag | |
| 📌 Posts | Name | |
| All Posts | | The name is how it appears on your site. |
| Add New Post | | |
| Categories | Slug | java-website |
| Tags | | The "slug" is the URL-friendly version of the name. It is usually all lowercase and |
| 93 Media | | contains only letters, numbers, and hyphens. |
| Pages | Description | JAVA Website |
| Comments | | |
| Appearance | | |
| | | |
| | | The description is not prominent by default, nowever, some themes may snow it. |
| | Update Delete | |
| | | |
| | | |
| Collapsè menu | | |
| | Thank you for creating with <u>WordPres</u> | Version 6.4.2 |

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