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WordPress - Edit Tags

Topics : Wordpress
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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.
   - Click "Edit" and make the desired changes to the tag name.
   - 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.
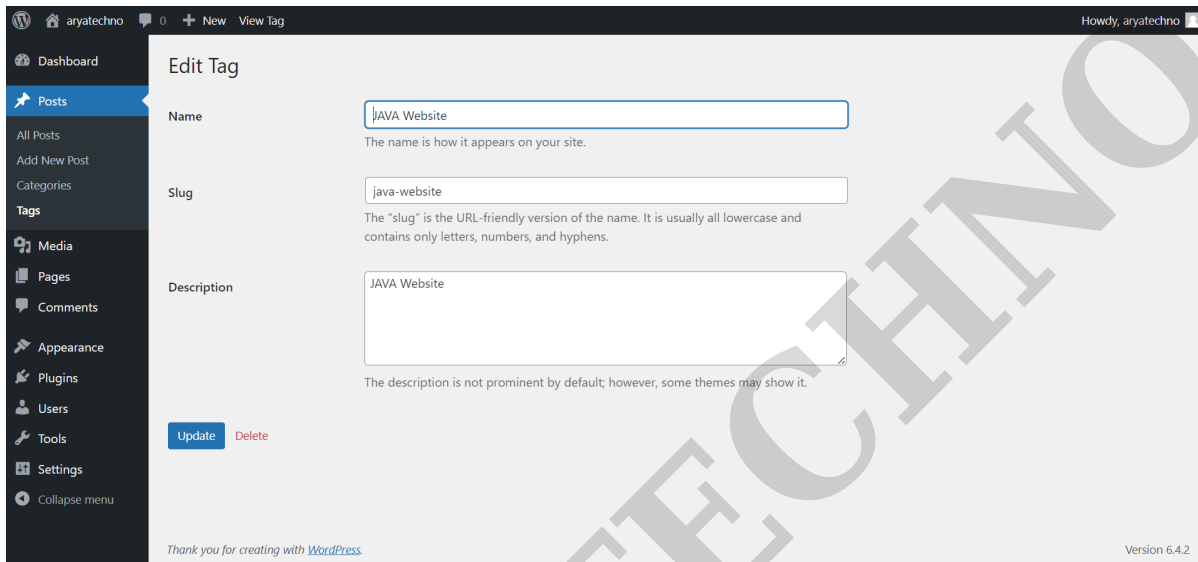
Edit Tags from Tags Section:

1. **Access the Tags Section:**

   - In the WordPress Dashboard, find and click on "Posts" and then "Tags."

2. **Edit Tags:**

   - On the Tags page, you'll see a list of existing tags.
   - Hover over the tag you want to edit, and you'll see options like Edit and Delete.
   - 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.