

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:

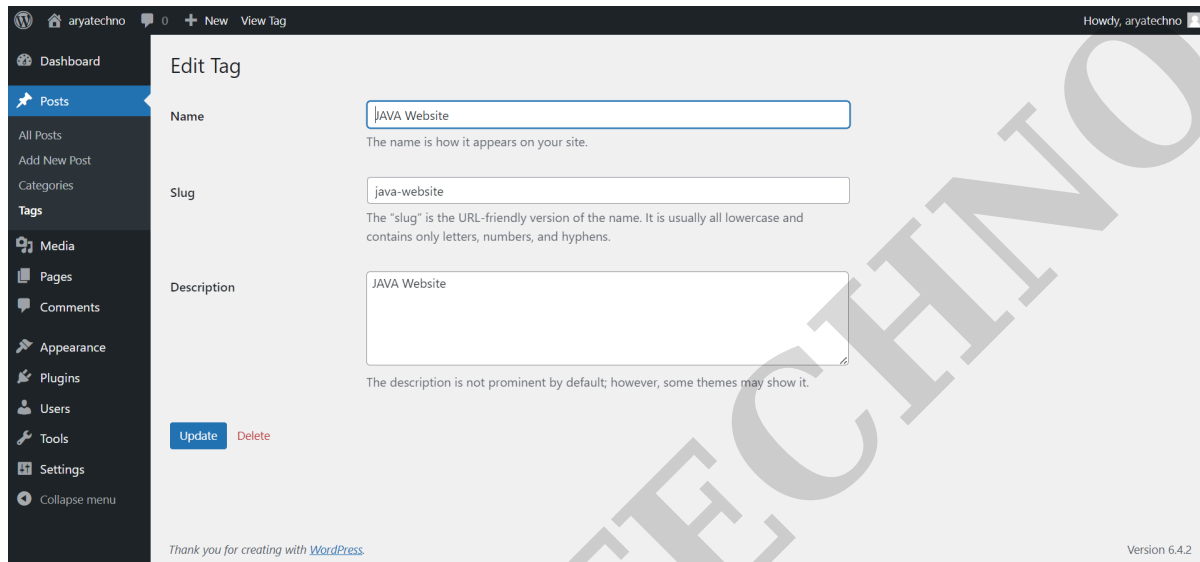
1. Access the Tags Section:

- 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.



The screenshot shows the WordPress 'Edit Tag' interface. On the left is a dark sidebar menu with options: Dashboard, Posts (selected), All Posts, Add New Post, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Edit Tag' and contains three input fields: 'Name' with the value 'JAVA Website', 'Slug' with the value 'java-website', and 'Description' with the value 'JAVA Website'. Below the fields are 'Update' and 'Delete' buttons. At the bottom, there is a footer with the text 'Thank you for creating with WordPress' and 'Version 6.4.2'.

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