

# 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 dashboard's 'Edit Tag' page. The left sidebar has a dark theme with the 'Posts' menu expanded, and 'Tags' is selected. The main content area is titled 'Edit Tag' and contains three input fields: 'Name' (containing 'JAVA Website'), 'Slug' (containing 'java-website'), and 'Description' (containing 'JAVA Website'). Below the fields are 'Update' and 'Delete' buttons. A large diagonal watermark 'ARYATECHNO' is visible across the image.

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