

WordPress - Delete Tags

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

Deleting tags in WordPress is a simple process. Here's how you can delete tags:

Delete 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 delete 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. Delete Tags:

- In the "Tags" box, you'll see a list of tags associated with the post.
- Hover over the tag you want to delete, and you'll see an "X" or "Delete" link.
- $\circ\,$ Click the "X" or "Delete" link to remove the tag from the post.

6. Save or Update the Post:

• After deleting 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.

Delete Tags from Tags Section:

1. Access the Tags Section:

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

2. Delete Tags:

- $\circ~$ On the Tags page, you'll see a list of existing tags.
- $\circ\,$ Hover over the tag you want to delete, and you'll see options like Edit and Delete.
- $\circ\,$ Click "Delete" to remove the tag.

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- Deleting a tag that is in use by multiple posts will only remove it from those posts; it won't delete the tag itself unless no posts are using it.
- Always be cautious when deleting tags, especially if they are widely used across your site, as it may impact the organization of your content.

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🚳 Dashboard	Tags			Screen Options	▼ Help ▼
📌 Posts 🔹					Search Tags
All Posts	Add New Tag	Bulk actions 🗸 Apply			2 items
Add New Post Categories	Name	Bulk actions Delete	Description 🗘	Slug 🗢	Count 🖨
Tags	The name is how it appears on your site.	JAVA Website	JAVA Website	java-website	0
93 Media	Slug	PHP Website Edit Quick Edit Delete View	PHP Website	php-website	0
Pages	The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.				
Comments	Description	Name ♦	Description 🗢	Slug 🗢	Count 🗘
🔊 Appearance		Bulk actions 🗸 Apply			2 items
🖆 Plugins	Tags can be selectively converted to categories using the tag to category converter.				
📥 Users					
🖋 Tools	The description is not prominent by default; however, some				
🚦 Settings	themes may show it.				
Collapse menu	Add New Tag				

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