

## Chapter 7 WordPress Tags

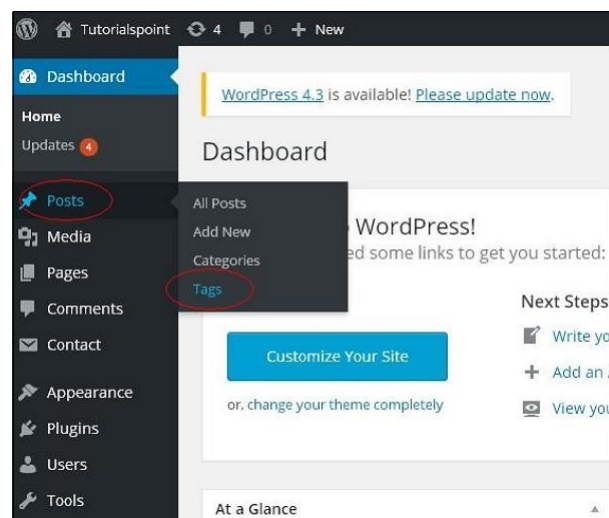
- WordPress - Add Tags
- WordPress - Edit Tags
- WordPress - Delete Tags

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## Add Tags

- **Step (1)** – Click on **Posts** → **Tags** in WordPress.



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## Add Tags cont.

- **Step (2)** – The Tags page is displayed.

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## Add Tags cont.

- Following are the details of the fields on Tags.
  - **Name** – Enter the name of tags.
  - **Slug** – A word chosen to describe your post. It is specified in the tags URL.
  - **Description** – Add brief description of your tag. It gets displayed when you hover on the tag.

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## Add Tags cont.

- Following are the details of the fields on Tags.
  - **Name** – Enter the name of tags.
  - **Slug** – A word chosen to describe your post. It is specified in the tags URL.
  - **Description** – Add brief description of your tag. It gets displayed when you hover on the tag.
- After filling all the information about Tags, click on **Add New Tag** button.

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## Add Tags cont.

- **Step (3)** – The new created tags will get displayed on the right side of the page as shown in the following screenshot.

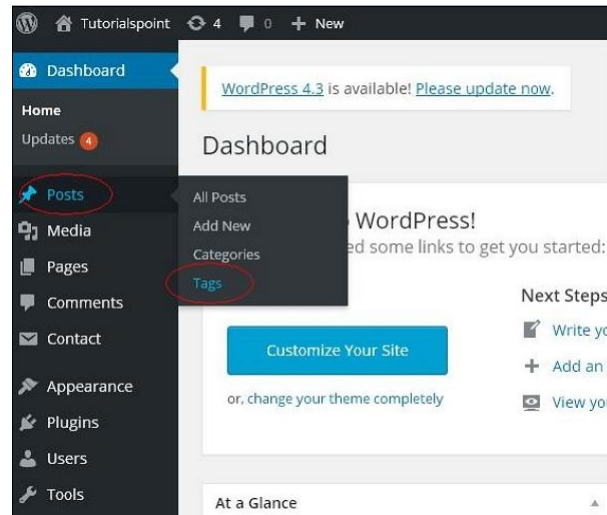
<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Food around the world	Cuisine dates back to the Antiquity. Rome was known for its cuisine. wealthy families would dine in the Triclinium on a variety of dishes. their diet consisted of eggs, cheese, bread, meat and honey.	Food	0

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## Edit Tags

- **Step (1)** – Click on **Posts** → **Tags** in WordPress.



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## Edit Tags cont.

- **Step (2)** – You can view tag **Food around the world** (*Food around the world* was created in the chapter **WordPress - Add Tags**). When the cursor hovers on the Tags, then a few options get displayed below the Tag name. There are two ways to edit the tags i.e. **Edit** and **Quick Edit**

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## Edit Tags cont.

- **Edit** – Click on **Edit** option in Tags section as shown in the following screen.

The screenshot shows the 'Add New Tag' interface. On the left, there are input fields for 'Name', 'Slug', and 'Description'. On the right, a table lists existing tags. The table has columns for 'Name', 'Description', 'Slug', and 'Count'. One tag is listed: 'Food around the world' with a count of 0. The 'Edit' button for this tag is circled in red. Below the table, there is a 'Bulk Actions' dropdown and an 'Apply' button.

Name	Description	Slug	Count
Food around the world	Cuisine dates back to the Antiquity. Rome was known for its cuisine, wealthy families would dine in the Triclinium on a variety of dishes, their diet consisted of eggs, cheese, bread, meat and honey.	www-food-com	0

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## Edit Tags cont.

- You can edit any of the required field, and then click on **Update** button as shown in the following screen.

The screenshot shows the 'Edit Tag' form. It has three main sections: 'Name' with the value 'Food around the world', 'Slug' with the value 'intercontinental', and 'Description' with a detailed text about Antiquity cuisine. The 'Update' button at the bottom left is circled in red.

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## Edit Tags cont.

- **Quick Edit** – Click on **Quick Edit** option in Tags section as shown in the following screenshot.

The screenshot shows the WordPress 'Tags' management screen. On the left, there is a 'Add New Tag' form with fields for Name, Slug, and Description. On the right, a table lists existing tags. The tag 'Food around the world' is selected, and its 'Quick Edit' option is circled in red. Below the table, there is a 'Bulk Actions' dropdown and an 'Apply' button.

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Food around the world	Cuisine dates back to the Antiquity. Rome was known for its cuisine, wealthy families would dine in the Triclinium on a variety of dishes. their diet consisted of eggs, cheese, bread, meat and honey.	intercontinental	0

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## Edit Tags cont.

- Here you can only edit the Name and Slug of the Tags as seen in the following screen and then click on **Update Tag** button.

The screenshot shows the 'Quick Edit' modal for the tag 'Food around the world'. The 'Name' and 'Slug' fields are visible and editable. The 'Update Tag' button is circled in red. The 'Cancel' button is also visible.

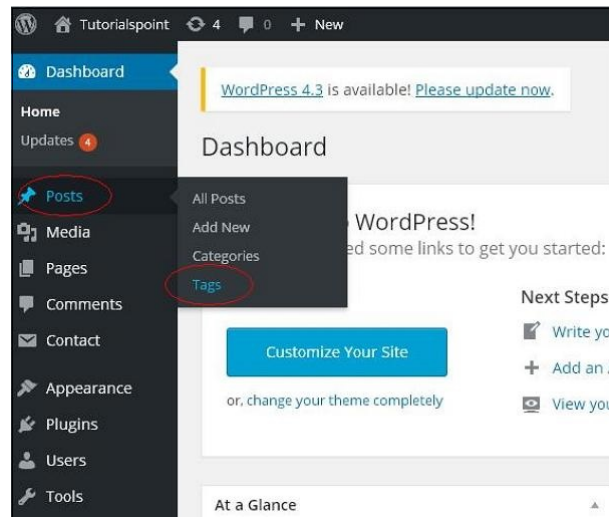
<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Food around the world		intercontinental	

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## Delete Tags

- **Step (1)** – Click on **Posts** → **Tags** in WordPress.



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## Delete Tags cont.

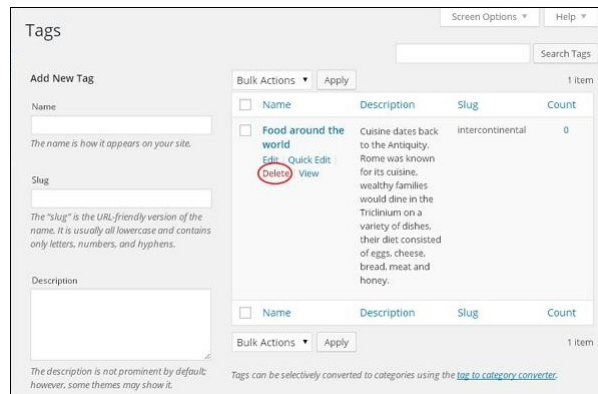
- **Step (2)** – You can delete tag **Food around the world** (*Food around the world* was created in the chapter [WordPress - Add Tags](#)), when the cursor hovers on the Tags, then a few options get displayed below the Tags name. Click on **Delete** in tags section as shown in the following screen.

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## Delete Tags cont.

- Click on **Delete** in tags section as shown in the following screen.

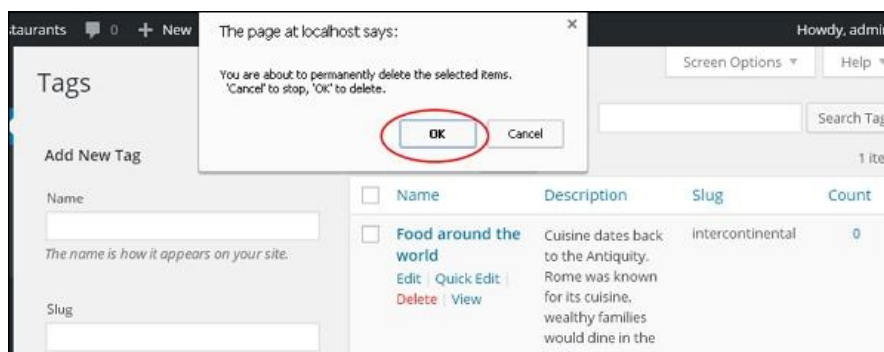


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## Delete Tags cont.

- When you click on delete, you will get a pop message asking for confirmation to delete.



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