Chapter 7 WordPress Tags
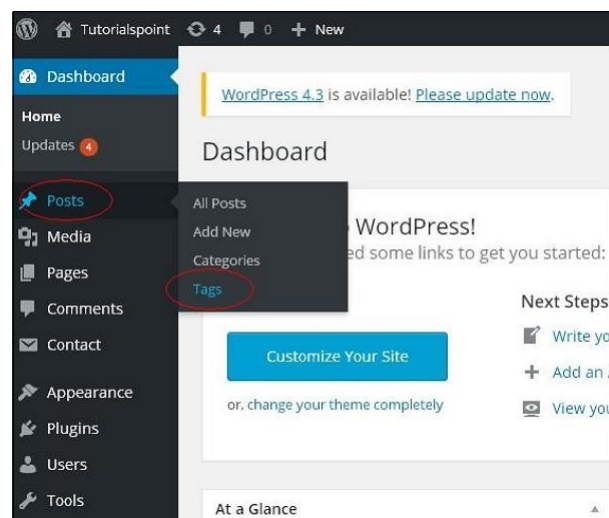
- WordPress - Add Tags
- WordPress - Edit Tags
- WordPress - Delete Tags

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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.
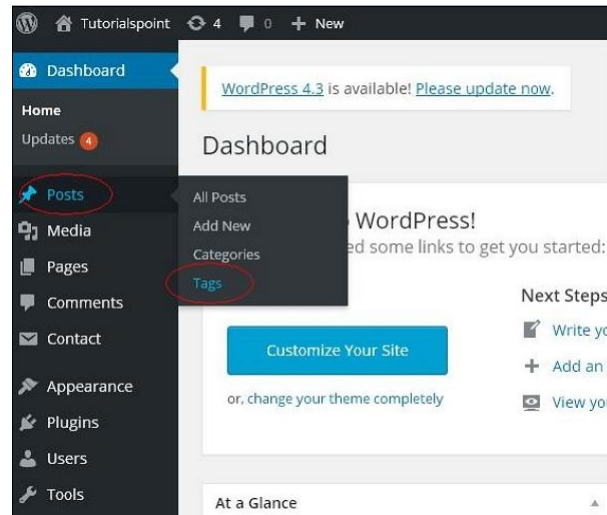

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Edit Tags

• **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.

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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.

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Edit Tags _{cont.}

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

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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.

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Delete Tags

- **Step (1)** − Click on **Posts →**
 **Tags** in WordPress.
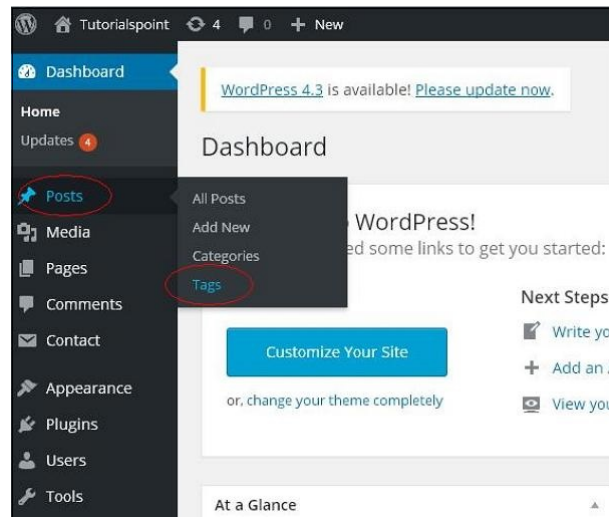
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Delete Tags cont.

- **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.
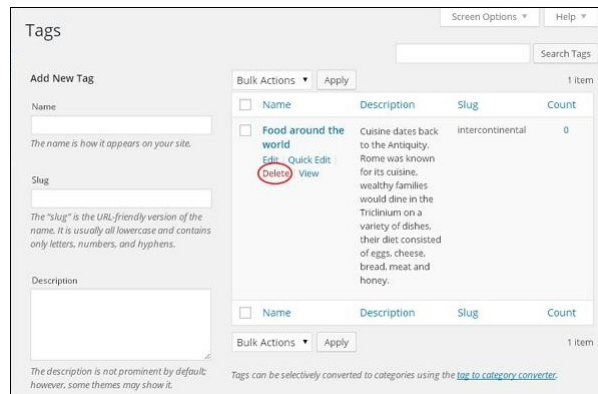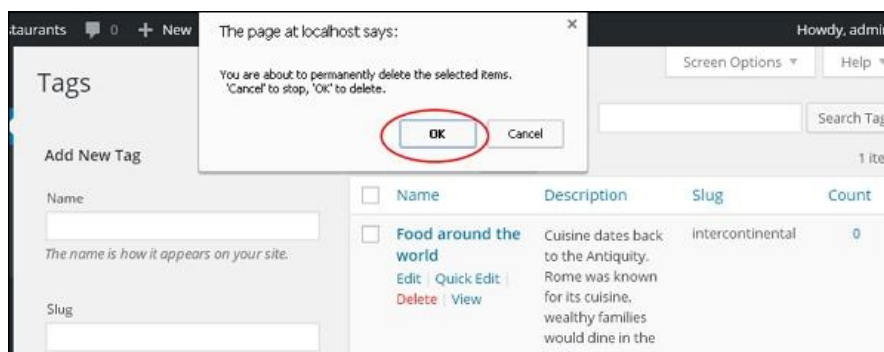

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Delete Tags _{cont.}

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

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