



Edit a tag

Last Modified on 11/25/2025 5:52 pm EST

Once a tag has been created, you can edit it to update the name or change whether it's shown or hidden to readers.

Authors with the default Editor or Writer role can create article versions. If you're using a [custom role](#), you'll need to have the Tags [custom author role permission](#) to **Edit existing tags**.

To edit a tag:

1. Select **Tags** in the left navigation. The Tags page opens.
2. Select the tag you'd like to edit. (If you have a lot of tags, you may need to search to find the tag you want.)
3. Once you've selected a tag, the **Edit** link activates. Select it.

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The **Edit Tag** modal opens.

4. Make any changes you'd like in the **Edit Tag** modal, then select **Edit Tag** to save your changes. Refer to [Merge tags](#) for information on using the **Merge into different tag** option.
5. All articles with this tag will now display the updated name.