![knowledgeowl logo]

Edit a tag

Last Modified on 07/29/2025 2:06 pm EDT

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 **Tag 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.

   Once you select a tag, the **Edit** link activates.

   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.