

Edit a tag

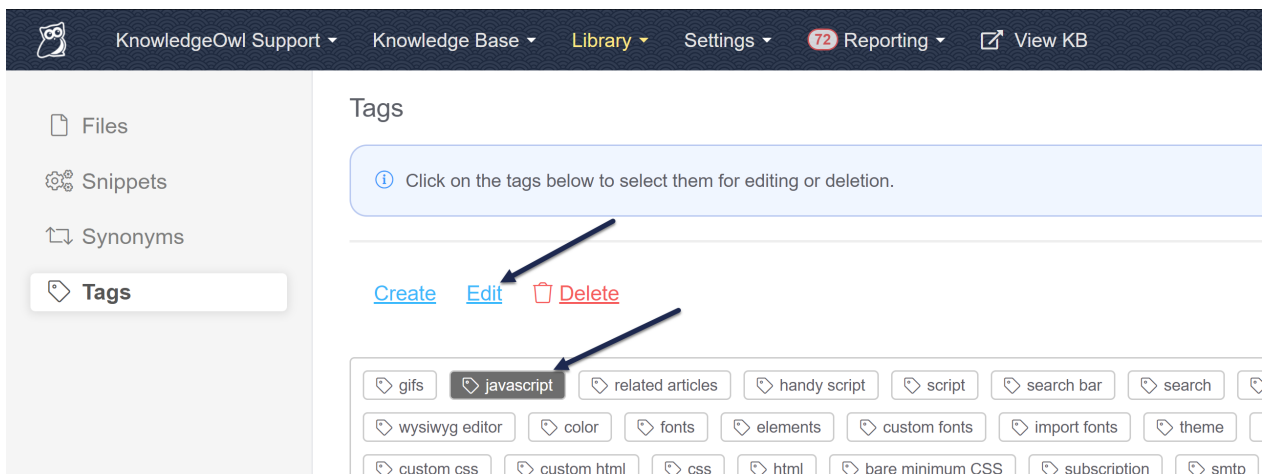
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Once a tag has been created, you can edit it to update the name or change whether it's shown or hidden to readers.

Our default **Editor** and **Writer** roles have permission to edit tags. If you're using a **custom author role**, that role must have the Tag **Permission to Edit existing tags** to edit tags.

To do so:

1. Go to **Library > Tags**.
2. Click on 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 clicked on a tag, the **Edit** link will activate. Click that link.



4. This will open the **Edit Tag** pop-up, where you can edit the name of the tag or check the box to hide it from readers (use it only in app.knowledgeowl.com).
5. Once you've finished making the changes to your tag, click the **Edit Tag** button in the lower right to save your changes.

Edit Tag ×

Tag Name:

Visibility:

Hide tag from readers

[Cancel](#) Edit Tag

Click Edit Tag to save your changes to the tag

6. All articles with this tag will now display the updated name.