

Merge tags

Last Modified on 01/09/2025 11:23 am EST

Like your product, company, and policies, tags might change over time. And without clear style guidelines (and even sometimes with them!), different authors might create differently-structured tags. Linus has faced this problem several times in our documentation. For example, some content was tagged with `SSL cert` and some was tagged with `ssl certificate`. What's an owl to do?

Merging allows you to replace one tag with the other and delete the now unneeded tag. It's fast and much easier than auditing articles through a Manage filter.

Authors with the default Editor or Writer role can merge two tags together. If you're using a [custom role](#), you'll need to have the Tags [Permissions](#) to Edit tags and Delete tags.

To merge tags:

1. Select **Tags** from the left navigation.
2. Select the tag you'd like to merge into another tag. This will be the tag that gets removed. For example, Linus wants to keep the `ssl certificate` tag, so he'll select `SSL cert` as his starting tag.
3. Once you've selected a tag, the **Edit** link activates. Select it.

Select the tag you'd like to merge and then select
Edit


The **Edit Tag** modal opens.

4. If you have the proper permissions to merge tags, the **Merge into different tag** option displays. Select this link.
5. The next screen prompts you to enter the **New tag** you'd like to merge this tag into. This is the tag that all articles and categories with the **Current tag** will have after the merge is complete. The text box does an autosuggest search as you type. Select the tag you want to replace the current tag with. Refer to [What does merging tags do?](#) for more information on how tag merges work.
In Linus's case, he searches for and selects `ssl certificate` as the **New tag**:

Add the New tag you'd like to merge the current tag
into

6. Once you've confirmed the **Current tag** and **New tag** are set as you'd like, select **Merge Tag**.

7. A confirmation message appears for you to confirm the merge.

 **Point of no return**
Tag merges cannot be undone. Be sure you've selected the correct tags!

8. Select **OK** to complete the merge.

9. When the merge is complete, you'll be directed back to the main **Tags** library. The merged/current tag is removed and the new tag remains.