

How do I delete story tags?

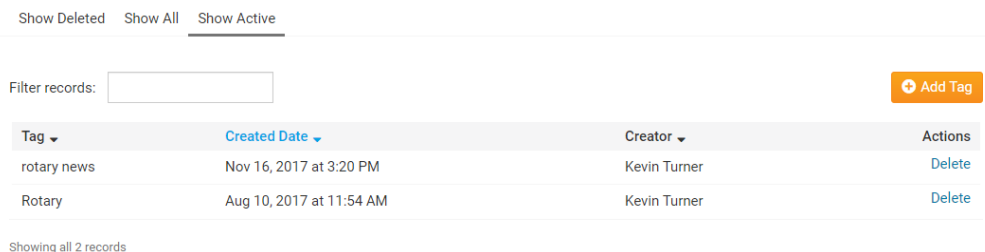
Omar S. - 2021-03-05 - Stories & Online Editor

We have created a page which allows you to be able to delete tags for blogs and stories. We recommend deleting tags with spelling mistakes or ones created in error. To learn how to use this page please follow the steps below:

Note: To add a tag to a story please create or edit a story and add a tag located near the bottom of the page.

1. To view all of the tags used for your stories, you will first need to login to your website and access the **Member Area**.
2. In the navigation menu at the top of the Member Area, click on the **Website** option, and then select **Website Content**.
3. On the left hand side of the page, click on **Libraries**.
4. You will then be brought to the Getting Started page. To proceed, click on the **Tags** link.
5. This will take you to the **Tags Management** page.

Tags Management



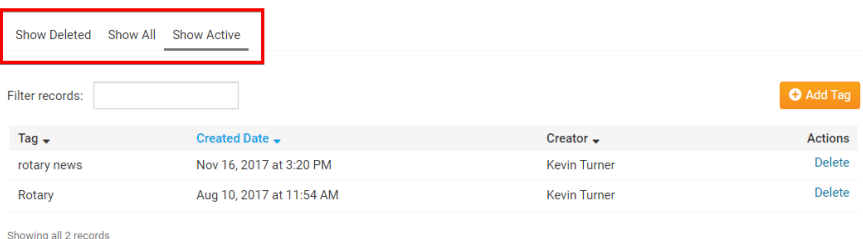
The screenshot shows the 'Tags Management' interface. At the top, there are three tabs: 'Show Deleted', 'Show All', and 'Show Active'. The 'Show Active' tab is selected and underlined. Below the tabs is a search bar labeled 'Filter records:' and an orange 'Add Tag' button. A table displays two tags: 'rotary news' and 'Rotary'. Each row includes the tag name, its creation date and time, the creator's name (Kevin Turner), and a 'Delete' link. At the bottom, it says 'Showing all 2 records'.

Tag	Created Date	Creator	Actions
rotary news	Nov 16, 2017 at 3:20 PM	Kevin Turner	Delete
Rotary	Aug 10, 2017 at 11:54 AM	Kevin Turner	Delete

6. There are three different displays you can choose from:

- **Show Deleted** - This displays deleted tags.
- **Show All** - This displays all tags.
- **Show Active** - This displays non-deleted tags.

Tags Management



This screenshot is identical to the one above, but a red rectangular box highlights the three tabs at the top: 'Show Deleted', 'Show All', and 'Show Active'.

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Rotary	Aug 10, 2017 at 11:54 AM	Kevin Turner	Delete

7. On the right, you can click the **Add Tag** button to create a new tag to use in the

future.

Tags Management

Show Deleted

Show All

Show Active

Filter records:

+ Add Tag

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rotary news	Nov 16, 2017 at 3:20 PM	Kevin Turner	Delete
Rotary	Aug 10, 2017 at 11:54 AM	Kevin Turner	Delete

Showing all 2 records

8. The chart has 4 different headings:

- **Tag** - This is the name of the tag.
- **Created Date** - The date the comment was written.
- **Creator** - The person who wrote the comment.
- **Actions** - There is a link named **Delete** which will delete the tag.

Tags Management

Show Deleted

Show All

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Filter records:

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Showing all 2 records

Related Content

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- [How do I create and edit a story?](#)