Beginners Guide to the Posts Tags Screen Transcript

Tags are key words that can be assigned to a post. Tags are independent of each other and have no hierarchy like a parent and child relationship. Tags can be created when writing a post or they can be created in the post tag screen where they are also managed. The screen is divided into the add new tag section and in a popular tags cloud that will only be visible when tags are added to posts. Each of these tags in the tags cloud can be clicked to edit that tag. To add a new tag enter a name in the name field. The tag slug must be unique. WordPress allows the tag name to have a duplicate if you use a unique slug. The slug is the URL friendly version of the name it is in all lowercase and contains letters, numbers, and hyphens. You can assign a slug in the slug field or leave it blank and WordPress will create one for you. The description for the tag is optional and may be used by some themes and plugins even if it is not used by the active theme you may still find this useful since you can search this description to find a certain tag. Click the add new tag button to create the tag. The tag will then appear in the tag table. The tag table lists all the tags by row. You can use the screen options tab at the top of the screen to edit the tags table headings and to control the number of tags shown in the table. Uncheck any box that you want to hide or check any box you want to show in the table. To control the number of tags listed in the table enter the number in the box and click apply.

The table can be sorted by any of the headings. The name of the tag is what appears on the side and below the name is the action line where a tag can be edited, edited with a quick edited, deleted or viewed. Tags can be deleted without affecting the post. Descriptions shows what was entered in the description field when creating the tag. It does not show on the site by default but can used by some themes or plugins. The slug was what was entered into the slug field by you or by WordPress and post is the number of posts with this tag. Click on the number to be directed to the all posts screen to manage the post for that tag.

The bulk action is available for performing any action to several tags. Select the tag the action and click apply and by entering key words in the search box at the top of the screen the table will list any tags that meet that search criteria. Just below the table is a link to convert tags so that they can be used as categories. If you click on this link it takes you to the Tools import screen on the list is a tags and tools convertor which will then take you to the install page for a plugin that handles this conversion.