# Edit Existing Tags
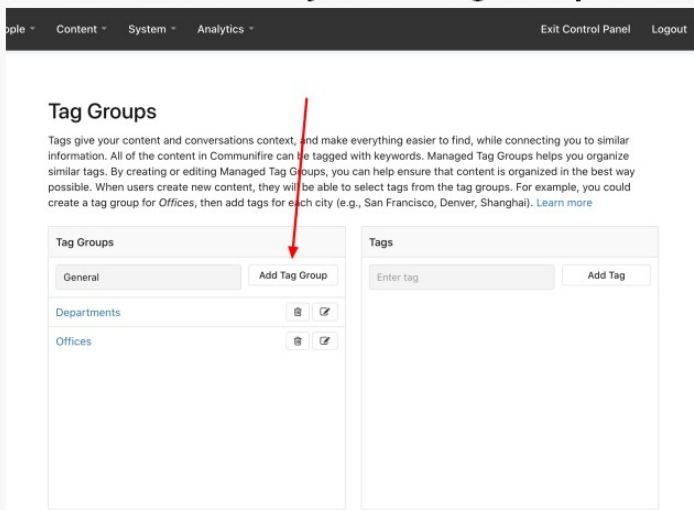
Version 6

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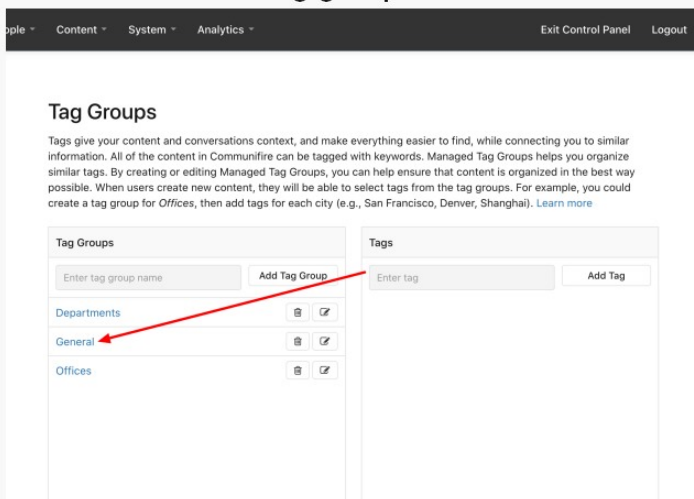
Users can create new tags by typing keywords in the "Add tags" field when creating content. Misspelled or ambiguous tags can cause confusion. You can edit existing tags to fix spelling mistakes or rename a tag.

To edit existing tags, you can create a "catch-all" tag group, add the existing tag in the tag group, then edit the tag:
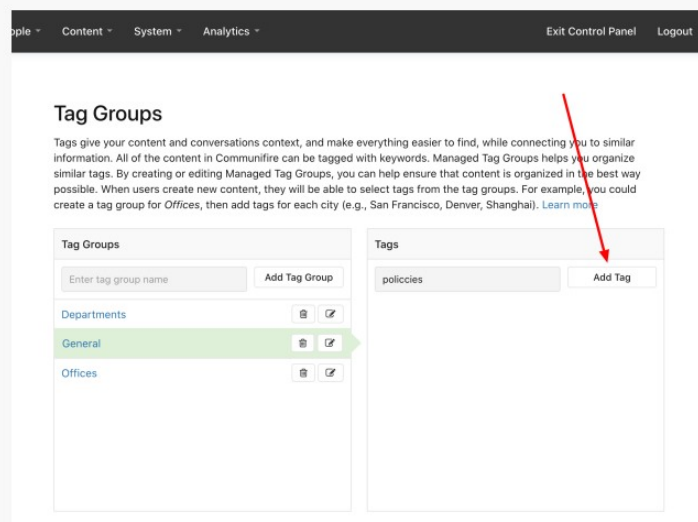
1. In **Control Panel** > **System** > **Tag Groups**,  add a new tag group named **General**



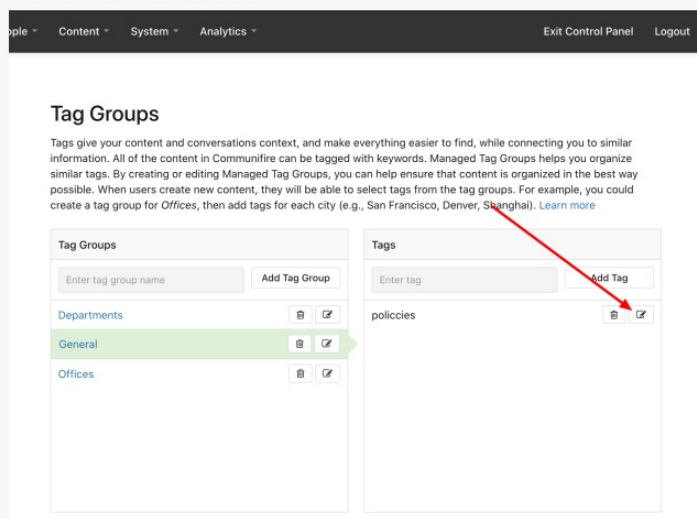2. Click the **General** tag group

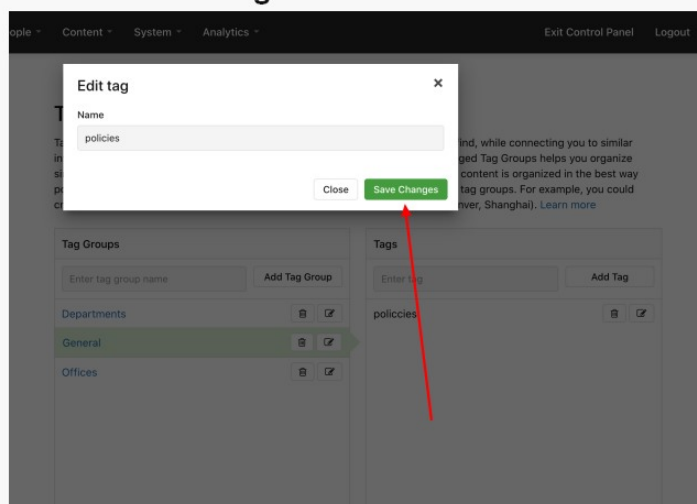3. In the **Tags** section, type the exact name of the tag



4. Click **Add Tag**

5. Click the edit icon



6. Update the text

7. Click **Save Changes**

The tag will be updated everywhere it has been added.

Note: Do not delete the tag or "General" tag group after completing this guide. Doing so will permanently remove the tag from all content and remove it from the system.