

Delete Existing Tags

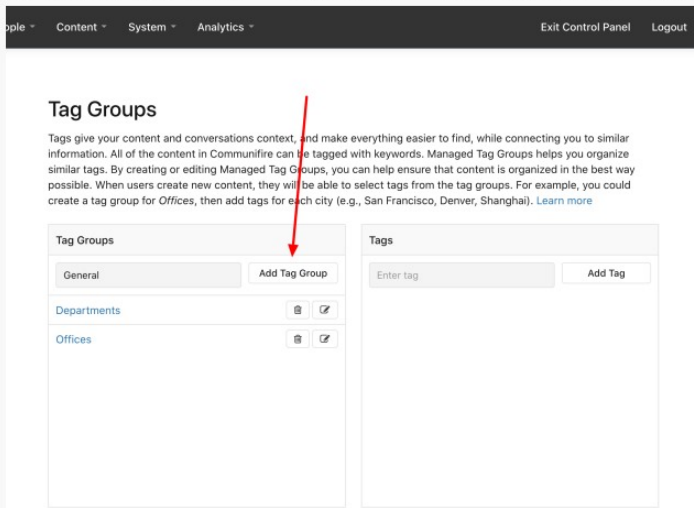
Version 4

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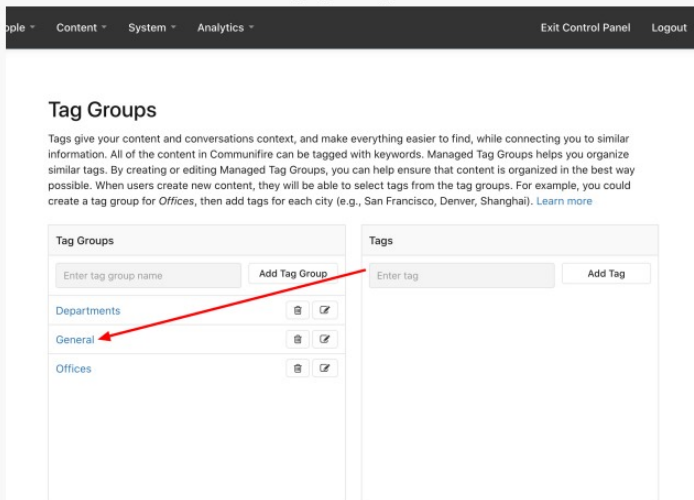
Users can create new tags by typing keywords in the "Add tags" field when creating content. Poorly named or ambiguous tags can cause confusion and clutter content. You can delete existing tags to permanently remove them from your site.

To delete existing tags, you can create a "catch-all" tag group, add the existing tag in the tag group, then delete the tag:

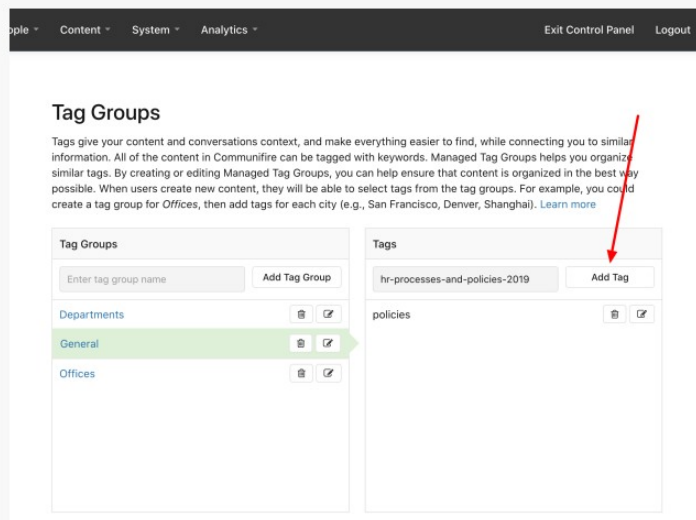
1. In **Control Panel > System > Tag Groups**, add a new tag group named **General**



2. Click the **General** tag group

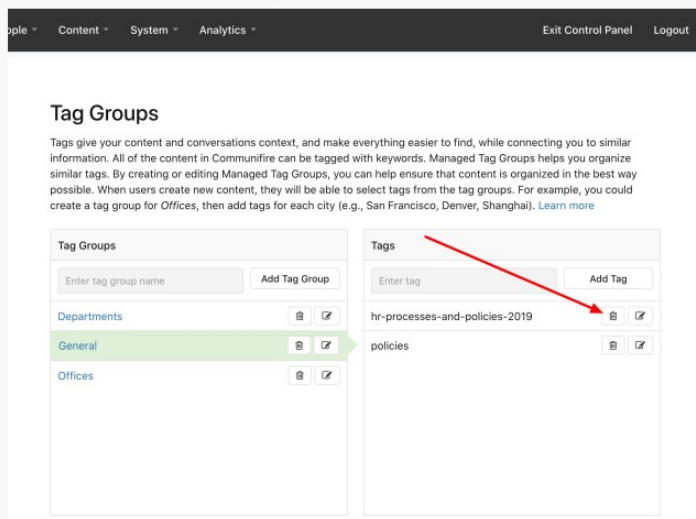


3. In the **Tags** section, type the name of the tag



4. Click **Add Tag**

5. Click the delete icon



6. Click **OK**

The tag will be deleted everywhere it has been added. The tag will no longer appear in the Tags filter in [Search](#) .