How to manage story tags

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Story tags allow you to add keywords to your stories. Visitors to your website can search for these specified tags or keywords. To learn how to add or delete story tags please follow the steps below.

1. Click **Settings** or the **Gear** icon on the left menu.
2. Click the **Website & Branding** tab.
3. Click the **Tags Management** link in the Content section.
4. This page will display a list of existing Story tags created by the organization.
5. You will see these tabs:
    - **Show Deleted** - This displays all of the tags that have been deleted in the past.
    - **Show Active** - This displays a list of tags that can be assigned to a story.
    - **Show All** - This displays both active and deleted tags.

Creating a new tag

1. To add a new tag, click on the **Add Tag** button.
2. Enter the name of the new tag into the **Tag** field.
3. Click on the **Save** button to finalize the new tag.

Deleting a tag

1. On the same line as the tag you wish to delete, click **Delete** from the Actions drop down menu, then click **OK** to confirm.