To bulk add or update tags, log on to the Admin Area

- 1. If you are updating:
- an article's tags, click on the Articles menu
- a file's tags, click on the **Files** menu
- a news' tags, click on the **News** menu
- 2. Choose Set Tags from the Actions with selected drop-down
- a second drop-down will display the following options:

Remove any tags:

- Choose Remove all tags from the second drop-down box
- Click OK

Add tags:

- Choose Add to existing to add tags and not remove existing ones or Replace existing to remove old tags and assign new ones
- Click Add a tag
- Assign tags from choosing existing ones or add your own tags
- Click **OK** to save the change

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