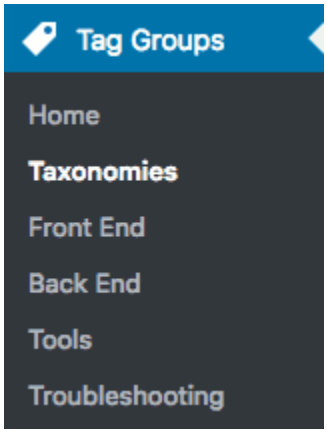
First Steps with Tag Groups Pro

Getting Started · https://publishpress.com/knowledge-base/first-steps/

If you previously had installed the free Tag Groups plugin, all settings and groups will be carried over to the Pro plugin. If you start with a fresh installation of Tag Groups Pro, we recommend you follow these steps:

Step #1. Select the taxonomy

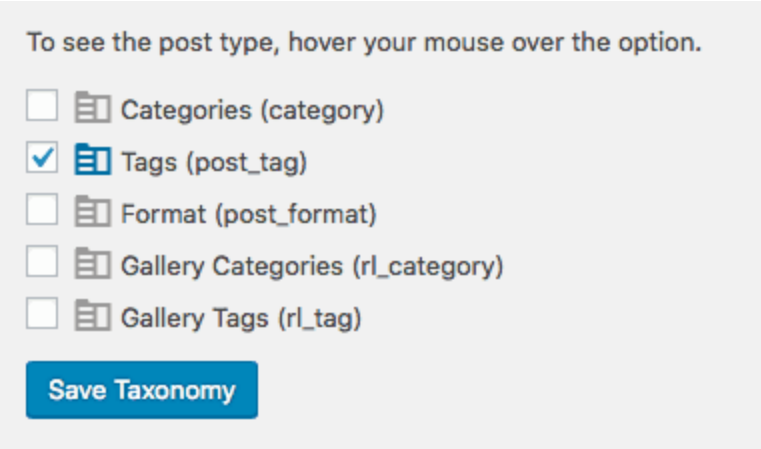
Go to the **Taxonomies** page in the **Tag Groups** settings.



There you select the taxonomy (that is the "tag type") that you want to organize under groups. In most cases you keep "Tags" (post_tag), but in some cases it might be "Product Tags" (product_tag) or others.

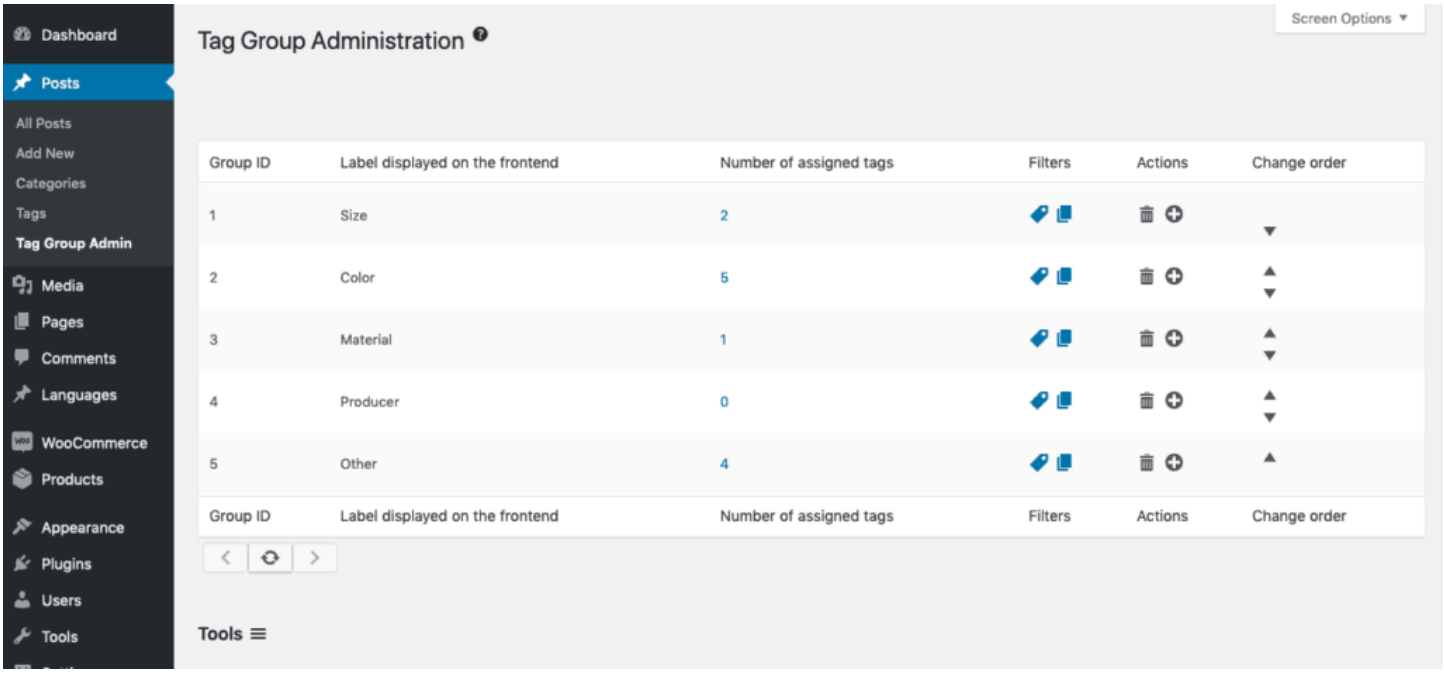
Only non-hierarchical taxonomies (such as tags or product tags) are fully supported, but you can also experiment with category-type taxonomies.

Depending on the chosen taxonomy, a new submenu and page appears next to the submenu of the corresponding tags, called **Tag Groups Admin**. By default it is located under **Posts**, in the case of **Product Tags** it is located under **Products**. You can simply navigate there by clicking on the icon of a taxonomy name.



Step #2. Create some tag groups

On the **Tag Groups Admin** page you create the groups you need. You can return any time later to make changes.



- Create a new group below a row by clicking on the plus icon.
- Click on the trash icon to delete a group.
- Click on an arrow to move a group up or down. The order is relevant for displaying groups in tag clouds.
- Drag and drop a group to a new position.
- Click into a name to edit it.

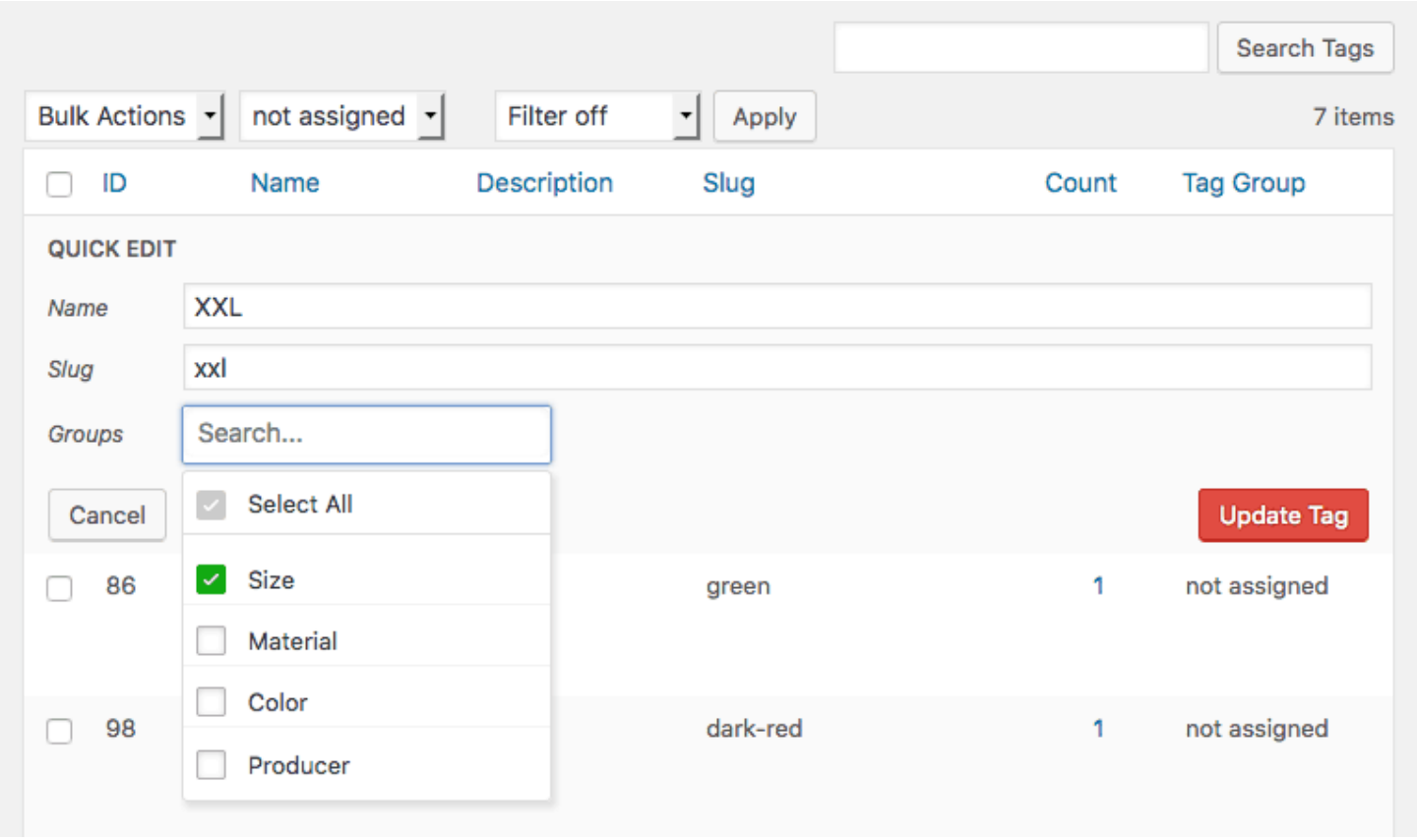
- Click on the number of tags to go to the list of tags, filtered by the selected group.
- Click on the paper sheets icon to go to the list of posts, filtered by the selected group.
- Open the Screen Options to define the number of groups per page.

If you are using a multilingual plugin, the displayed names will change according to the selected language.

Step #3. Assign tags to these groups

Then go to the tags (or product tags, or others) and assign them to these groups as needed. You can do it one-by-one or with bulk actions.

By default, each tag is unassigned.



That's all to get started.

You can later always return again to the **Settings** and the Group Administration screen that we mentioned above.