Introduction to the Terms Screen

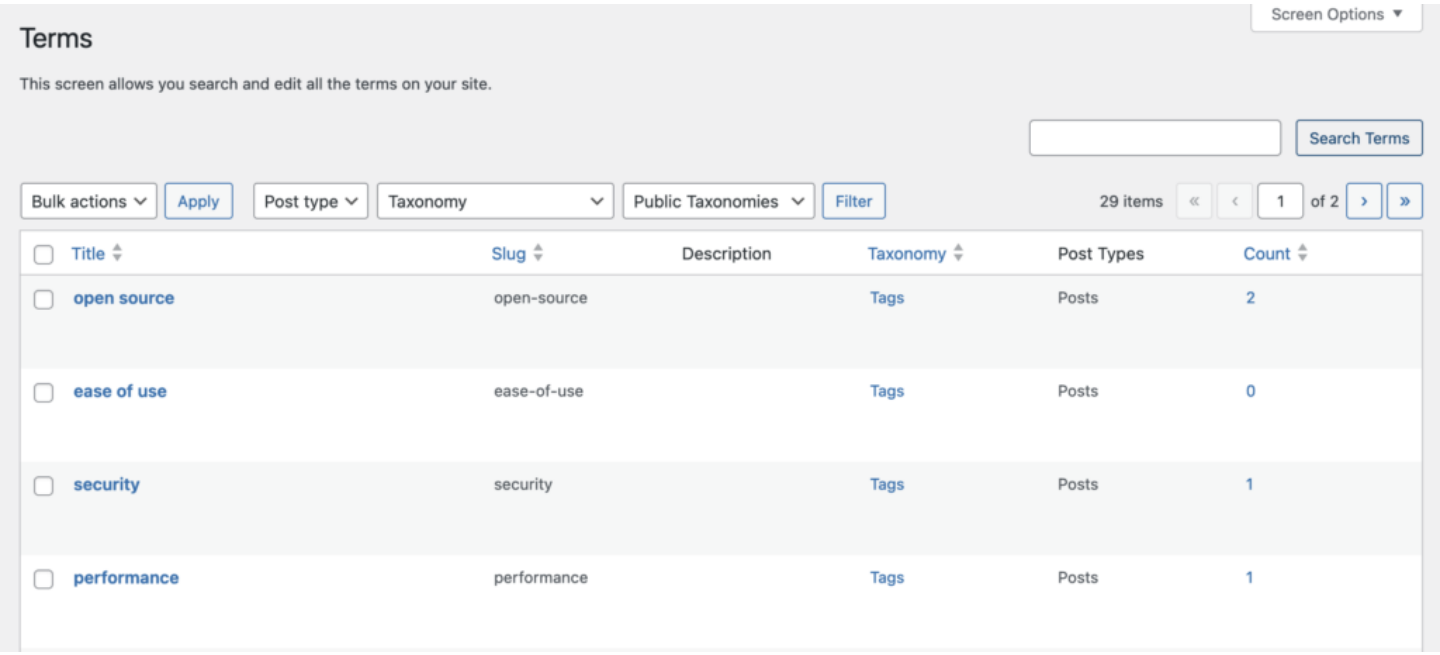
Taxonomies: Terms · https://publishpress.com/knowledge-base/terms-screen/

The "Terms" screen allows you to manage and search all the terms on your site.

Normally, all your WordPress terms are scattered into different areas of the site. To manage your terms, you have to visit the "Tags", "Categories", "WooCommerce Product Categories", and other screens individually. However, with Taxonomies, you only need to find this "Terms" link in the Taxonomies admin menu:

This image below shows an example of the "Terms" screen with terms associated with several different taxonomies. There are several different columns with information on each term:

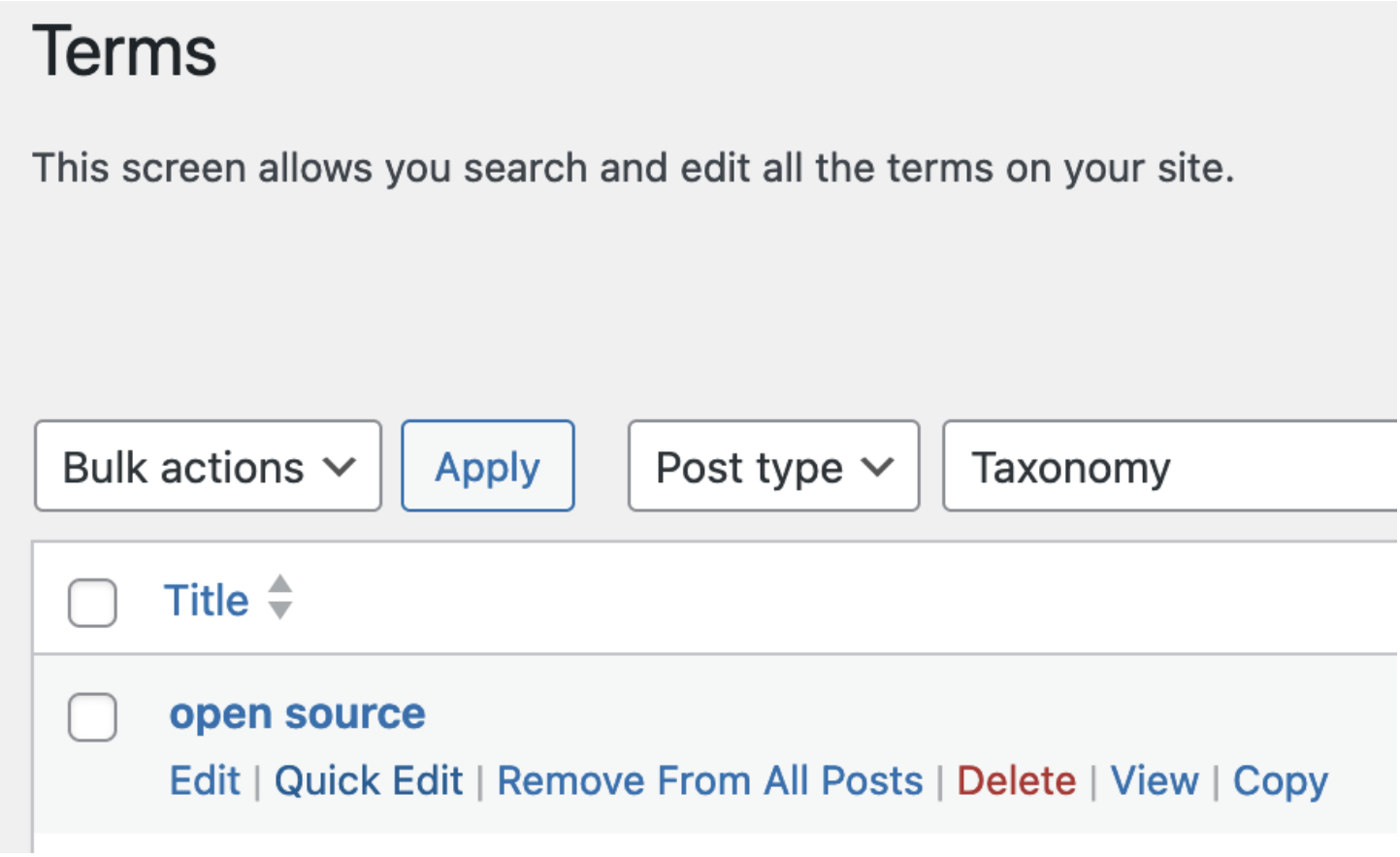
- Title
- Slug
- Description
- Taxonomy
- Post Types
- Count (number of posts attached to the term)



terms screen

This screen also provides key actions for each term:

- Edit
- Quick Edit
- Remove From All Posts
- Delete
- View
- Copy



action links terms