

Editing or Deleting Filters

Requires

TARGETED SEARCH

Editing or Deleting Filters

Prompt

Making changes to filters after you've created them.

Outcome


As your site's content and/or users' needs evolve, you may want to delete existing [filters](#) or make changes to their human-friendly names or associated [labels](#).

Steps

Locate the filter you would like to edit or delete.

Navigate to the [Targeted Search Filters page](#) and find the filter. It may be helpful to use the "Collapse All" or "Expand All" buttons at the top of the page.

Edit or delete the filter.

Click the gear icon  in the "Actions" column that corresponds with the filter.

Note that editing the label associated with a filter is essentially the same thing as creating a new label. Any pages, blog posts, attachments, and [spaces](#) that were labeled with the old label will remain labeled with the old label. Changing the value of a filter's label simply disassociates the old label from the filter.

For example, if you have a *Human Resources* filter with the label, *human_resources*, and a page with this label, then changing the *Human Resources* filter label from *human_resources* to *hr* (or deleting the *Human Resources* filter altogether) will neither change nor remove the original *human_resources* label from that page.

Note



Deleting a filter or changing its name or label may break instances of macros across your site that use specific filter information in their configuration. Potentially affected macros include the [Interactive Search](#), [Targeted Search Field](#), [Targeted Search Link](#), and [Upload Attachment Button](#) macros. You may need to update the parameters in these macros after deleting or editing filters to get them working again.

Tip

Warning

Info

Related

- [Creating Predefined Labels or Filters](#)
- [Moving a Filter to a Different Filter Group](#)