Home

Tagging for Windows Help

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Tagging re-invented and fully integrated

into the Windows File Explorer

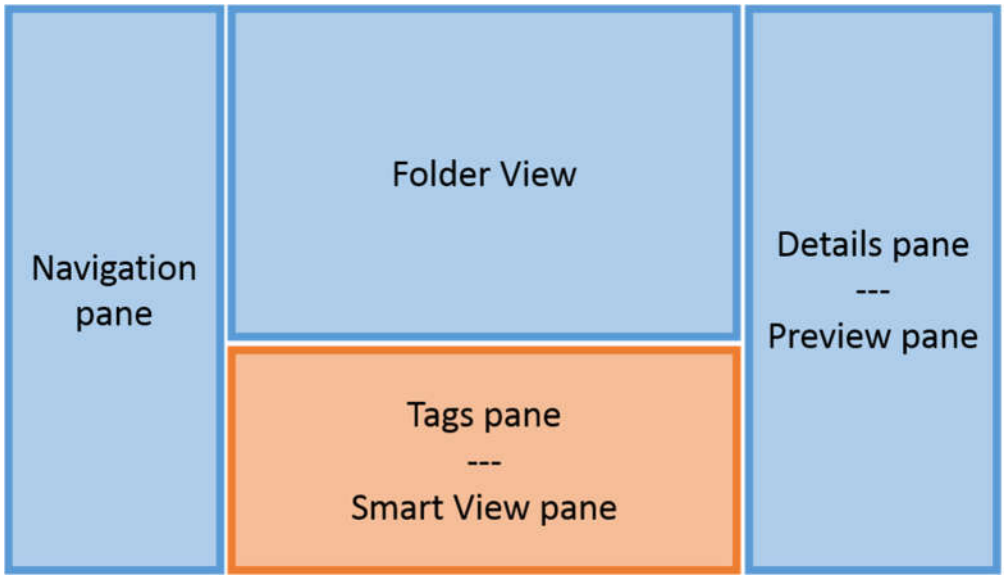
Tagging for Windows Help

Introduction

Tagging for Windows allows you to tag your files and folders within the Windows File Explorer. More general information or a free download is available at the website. Please contact us for anything: questions, bugs, request, comments, etc.

Windows Explorer Integration

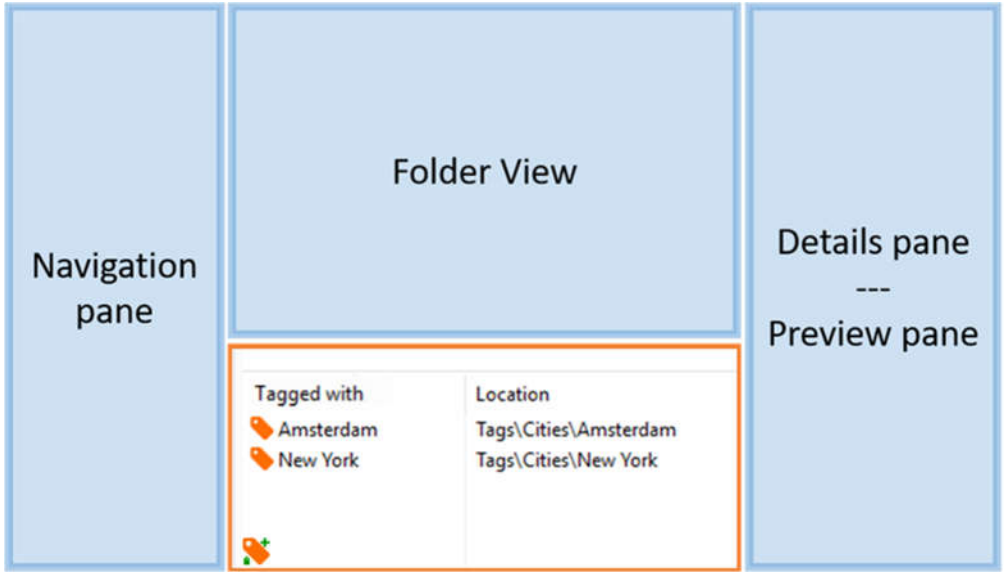
The standard Windows Explorer is extended with a ***Tagging*** node in the tree (***Navigation pane***). When a tag is selected in the tree, the tagged files and folders are shown in the ***Folder View***. Below the ***Folder View***, another pane is presented. This can be either the Tags pane or the Smart View pane.



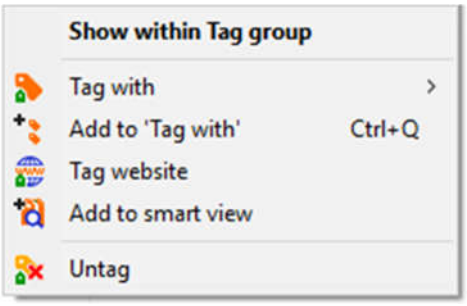
Next to the directly visible parts, the context menu's are extended as well. Dependently of the context, the context menu for files and folders have ***Tag with***, **Add to 'Tag With'**, ***Show in folder***, ***Untag or Search and Tag files***.

Tags pane

The Tags pane can be found below the Folder View in the explorer. It shows the Tags of the selected file or folder (or another Tag).



The Name, Location and 'Add or select Tag' button are shown. When multiple files and/or folders are selected, only the in common are shown.



The Tags pane allows you to use the context menu to:

- **Show within Tag group:** see Navigate to a Tag .
- **Tag with:** see Tag a Tag .
- **Add to 'Tag with':** see Add Tag to 'Tag with'.
- **Tag website:** see Tag a Website.
- **Add to smart view:** see Use in Smart View.
- **Untag:** see Untag an a File or Untag a Folder.
- **Add or select Tag :** see Add or select Tag.

Tag

In general a tag is a keyword or term linked to a piece of information. In particular, this kind of metadata helps to describe a File, Folder or other Tag and allows it to be found by browsing or searching with help of the Tags. . A tag can be linked to one or more Files, Folders or other Tags. Files, Folders or other Tags can have one or more Tags.

Create a New Tag

– Select the Tag Group or Tag where you want to create a new tag.
  - In the context menu select ***New Tag.***

A Tag with the default name, *New Tag*, is created. The name of the Tag can be changed now.

Note: Some characters cannot be used in the name. See restrictions.

Copy a Tag

– Select the Tag you want to copy.
  - In the context menu select ***Copy***.
  - On the keyboard, press ***Ctrl+C***.
  - Use the mouse to Drag and Drop the Tag while pressing the ***Ctrl*** key.

The selected Tag is now on the clipboard. A paste action is needed to complete the copy.

Rename a Tag

– Select the Tag you want to rename.
  - In the context menu select ***Rename***.
  - On the keyboard, press ***F2***.

Note: Some characters cannot be used in the name. See restrictions.

Delete a Tag

When a Tag is deleted, the Tag will be deleted permanently. All tagged files, folders and other Tags will be untagged from this Tag.

– Select the Tag you want to delete.
  - In the context menu, choose ***Delete***.
  - On the keyboard, press ***Delete***.

Cut a Tag

– Select the Tag you want to cut.
  - In the context menu, choose ***Cut***.
  - On the keyboard, press ***Ctrl+X***.
  - Use the mouse to Drag and Drop the Tag.

The selected Tag is now on the clipboard. A paste action is needed to complete the move.

Paste a Tag

The Paste is used to complete a combination of actions. The combination can be:

. Cut/Paste: The Tag will be moved.

. Copy/Paste: The Tag will be copied.

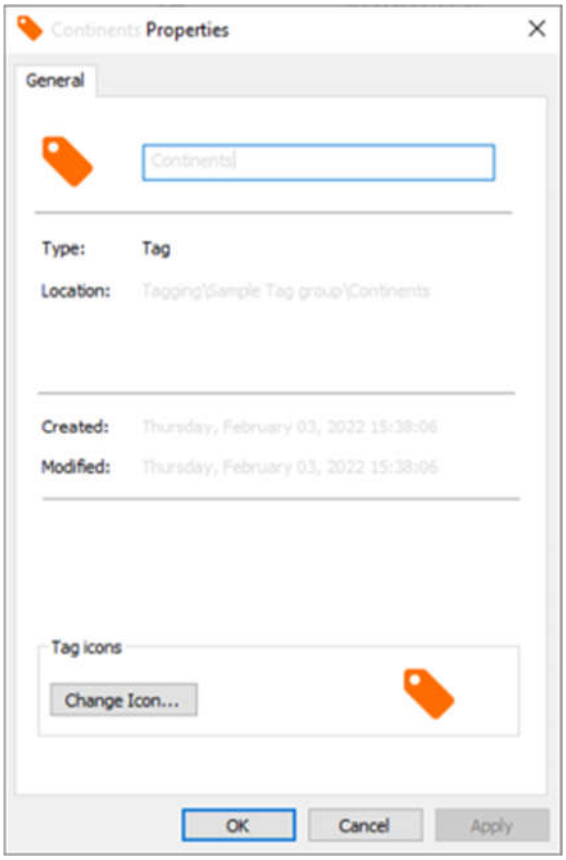
- Select the location you want to complete the operation.
  - In the context menu, choose ***Paste***.
  - On the keyboard, press ***Ctrl+V***.

Tag destination restriction

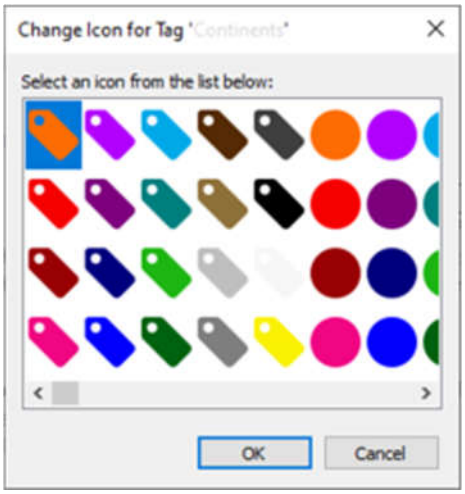
Properties of a Tag

– Select the Tag whose properties you want to view.
  - In the context menu, choose ***Properties***.

The following dialog will be shown in which the properties can be viewed.



Press **Change Icon** to change the icon of the selected tag. When pressed the following dialog is shown.



- Scroll through the list to find an icon to use. Choose **OK** on the selection. **OK** also closes the dialog.
- Select **OK** or **Apply** on the Properties window to save the changes. **OK** also closes the dialog.

Use in Search and Tag

- Select the Tag you want to use in the 'Search and Tag' application.
  - In the context menu, choose ***Search and Tag files***. [1]

The application Search and Tag is started with the selected Tag used as a Path.
This path is the location from which the application starts searching for files.

Copying a Tag

Copying a tag can be done by using copy followed by a paste. Tags can be copied to other tag groups as well. All child tags are copied also. The tagged files, folders and other tags of the original Tag will also be tagged with the copied Tag.

Moving a Tag

Moving a tag can be done by using cut followed by paste. Tags can be moved to another tag groups as well. All child tags are moved also. All tagged files, folders and other tags are preserved.

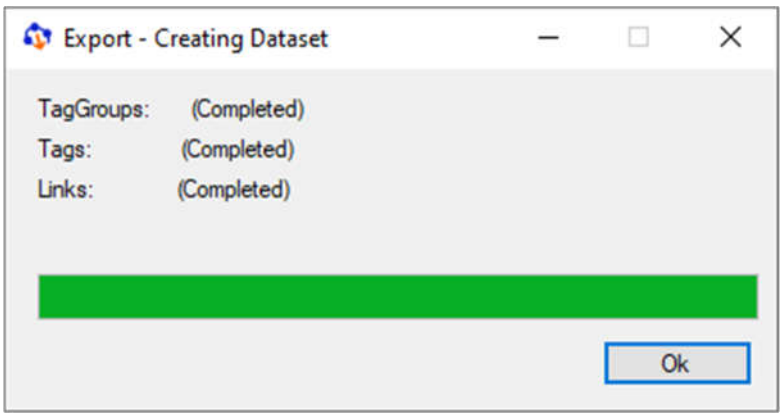
Add to 'Tag with'

– Select the Tag you want to add to the list of last used Tags. The Tag is placed on top of the list. When the option Allow multiselect entries in 'Tag With' list is selected it is also possible to add multiple Tags to the list of last used Tags.
  - In the context menu, choose ***Add to 'Tag with'***. [1]
  - On the keyboard, press ***Ctrl+Q***.

Export a Tag

Select the Tag you want to export. The Tag, all child Tags and all linked Files and Folders are exported.

- In the context menu, choose ***Export.*** A File Save dialog is shown to specify the location of the export file. When the Export is finished the following dialog is shown indicating how many Tag Groups, Tags and Links are export.



Tagging

The word 'Tagging' is short for linking a Tag to a File, a Folder or even another Tag.

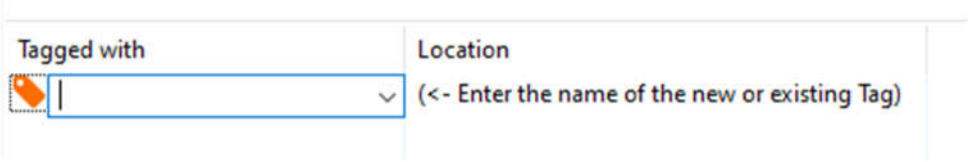
Tag a File, Folder or Tag

A File, Folder or Tag can be tagged using two methods as described below.

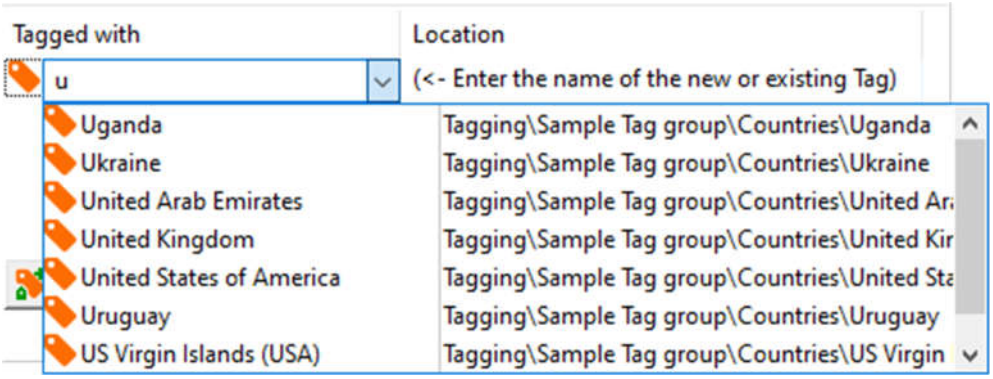
Add or select Tag

– Select the File, Folder or Tag you want to tag.

- Press the **Add or select Tag** button in the Tags pane or on the keyboard press ***CTRL+***.
  - In the Tags pane an editable combo box with list autocomplete will appear.



  - By typing text in the combo box, matching tags are shown in the list.



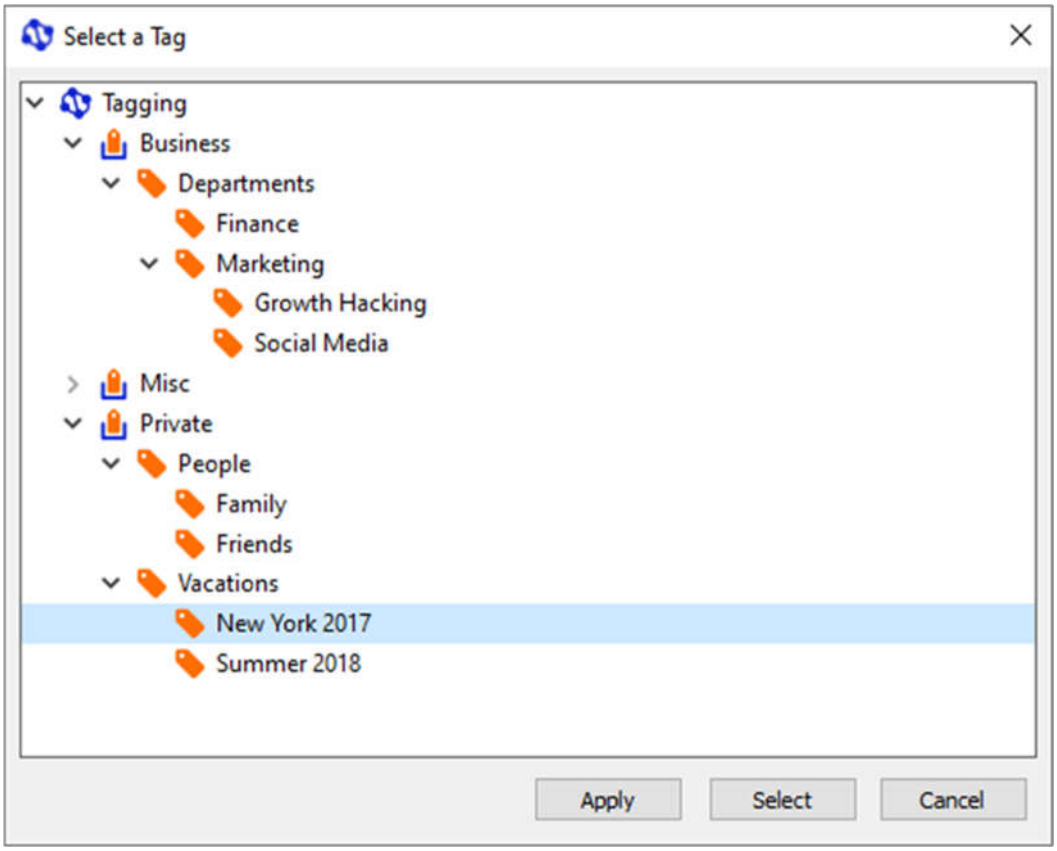
  - When a Tag is selected from the list, this Tag will be used to tag the File, Folder and/or Tag. If the typed text does not match any of the existing tags, a new Tag will be created and will be used to tag the File, Folder and/or Tag. Applied new tags will be created automatically in a new special Tag group named 'Base Tag group'.

Tag with

– Select the File, Folder or Tag you want to tag. When the option Allow multiselect entries in 'Tag With' list is selected it is also possible to tag a File/folder with multiple Tags and a Tag with multiple Files/Folder and/or Tags.
  - In the context menu select ***Tag with***.
    - Select an entry from the list of the last (max 9) used Tags, or select ***More Tags …***
  - On the keyboard press ***CTRL+T*** to select the last used entry of the 'Tag With' list.

More Tags

More Tags opens a new window containing all Tag Groups. It is now possible to link multiple Tags to the selection. All Tag and Tag Group functions are available in this window.



– Select a Tag as you would do in Windows File Explorer.
  - Press **Apply** or **Select** to link the Tag to the selection. The selected Tag is also placed on top of the list last used Tags. **Select** also closes the window.
  - **Cancel** closes the window.

Tag a Website

Websites can be 'tagged' as well. However, because the function Tagging is only integrated in the Windows File Explorer and not in every possible Internet Browser, this works as follows:

– First select the address of the website in the Internet Browser.
  - In the context menu select ***Copy***.
  - On the keyboard, press ***Ctrl+C***.
– Now select a Tag in the Windows File Explorer.
  - In the context menu select ***Tag website***.

Linked Tags

Tagging for Windows links a Tag to a File, Folder or other Tag. A link always has two sides, one always being a Tag, the other being a File, a Folded or a Tag.

Because the link has two sides (is bi-directional), two ways are possible to see the extra information you can add within the Windows File Explorer:

1. Viewed from a Tag, the Files and Folders linked to this Tag are shown in the Folder View
2. Viewed from a File or Folder, the Tags linked to this File or Folder are shown in the Tags pane.

Navigating

When a link exists, navigation is possible to both sides of it.

Navigation to a Tag using ‘Show in Tag group’ will select the Tag in the Navigation pane of the Windows File Explorer.

Navigation to a Folder using ‘Show in Folder’ will select the Folder in the Navigation pane of the Windows File Explorer.

Navigation to a File using ‘Show in Folder’ will select the File in the Folder View of the Windows File Explorer.

Untagging

When a Tag is untagged the link between the Tag and the File, Folder or another Tag is removed.

Navigate to a File

- In the Folder View select the File you what to navigate.
  - In the context menu select ***Show in Folder***.

Navigate to a Folder

- In the Folder View select the Folder you what to navigate.
  - In the context menu select ***Show in Folder***.

Navigate to a Tag

- In the Tags pane select the Tag you want to navigate.
  - In the context menu select ***Show within Tag group***.

Untag a File

- In the Folder View of the Windows File Explorer, select the linked File(s) you want to untag
  - In the context menu select ***Untag***.
- In the Tags pane select the Tag(s) you want to untag.
  - In the context menu select ***Untag***.

Untag a Folder

- In the Folder View of the Windows File Explorer, select the linked Folder(s) you want to untag
  - In the context menu select ***Untag***.
- In the Tags pane select the Tag(s) you want to untag.
  - In the context menu select ***Untag***.

Use in Smart View

- In the Tags pane select the Tag(s) you want to use in Smart View.
  - In the context menu select ***Use in Smart View***. [1]

Tag a Tag

- In the Tags pane select the Tag(s) you want to tag.
  - In the context menu select ***Tag with***. [1]

Add Tag to 'Tag with'

- In the Tags pane select the Tag you want to add to the list of last used Tags. The Tag is placed on top of the list. When the option Allow multiselect entries in 'Tag With' list is selected it is also possible to add multiple Tags to the list of last used Tags.
  - In the context menu select ***Add to 'Tag with'***. [1]
  - On the keyboard, press ***Ctrl+Q***.

Add or select Tag

See Add or select Tag.

Tagging node

The Tagging node contains the collection of Tag Groups and the Smart Views.

Check for Updates

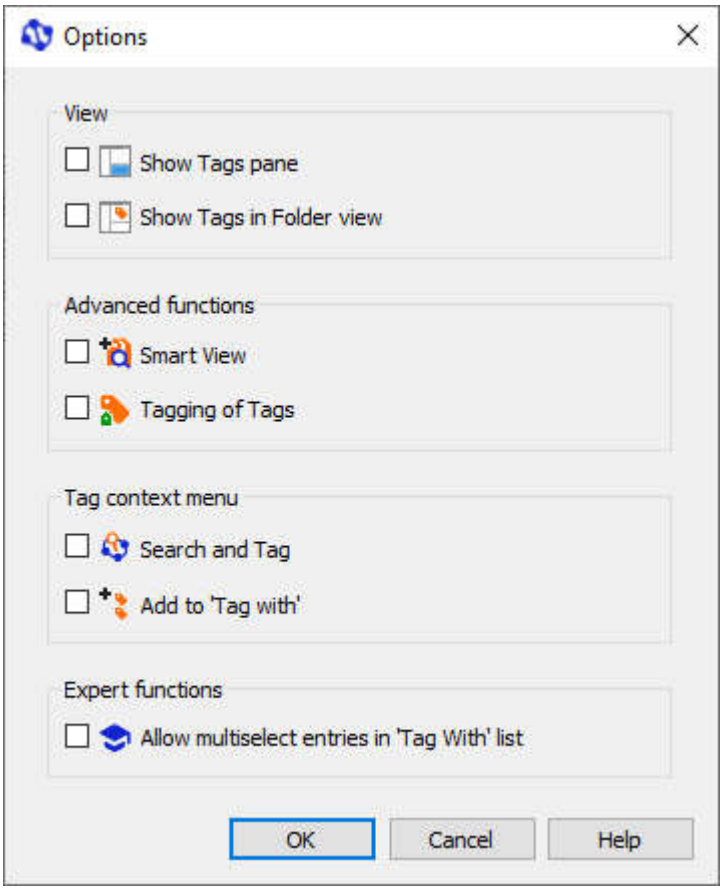
- Select the ***Tagging*** node in the tree.
  - In the context menu, choose ***Check for updates***. The Tagging for Windows website is queried for the availability of a new version.

Download new version of 'Tagging for Windows'

- Select the ***Tagging*** node in the tree.
  - In the context menu, choose ***Download new version of 'Tagging for Windows'.*** When a new version is available is enabled and the Tagging for Windows download page is opened in de default Internet Browser.

Tagging for Windows options

- Select the ***Tagging*** node in the tree.
  - In the context menu, choose ***Options***. The following options dialog is shown.



Show Tags pane

When this option is selected the Tags pane is shown. Default this option is selected.

Show Tags in Folder view

When this option is selected the child Tags of the current selected tag are shown in the Windows Explorer Folder View. Default this option is selected.

Smart view

When this option is selected the Smart View node is shown in under the Tagging node in the navigation pane and the context menu of a Tag will contain 'Add to Smart View'. Default this option is selected.

Tagging of Tags

When this option is selected it is possible to tag Tags and the context menu of a Tag will contain 'Tag with'. Default this option is selected.

Search and Tag

When this option is selected it is possible to use a Tag or Folder in the 'Search and Tag' application and the context menu of a Tag or Folder will contain 'Search and tag files'. Default this option is selected.

Add to 'Tag with'

When this option is selected it is possible to add a Tag to the list of last used Tags and the context menu of a Tag will contain 'Add to 'Tag with''. Default this option is selected.

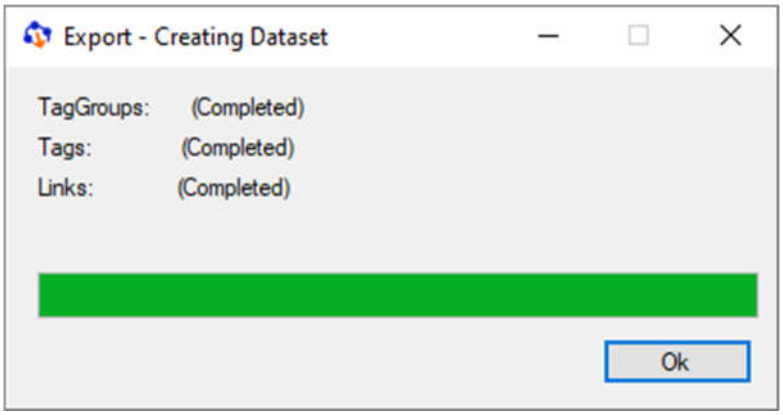
Allow multiselect entries in 'Tag With' list

When this option is selected it is possible to add multiselect File/Folder and/or Tag combinations to the 'Tag With' list. When selected, the options Tagging of Tags and Add to 'Tag With' are automatically selected and disabled. Default this option is selected.

Export all Tag Groups

Select the ***Tagging*** node in the tree. All opened Tag Groups are exported.

- In the context menu, choose ***Export.*** A File Save dialog is shown to specify the location of the export file. When the Export is finished the following dialog is shown indicating how many Tag Groups, Tags and Links are export.



Help

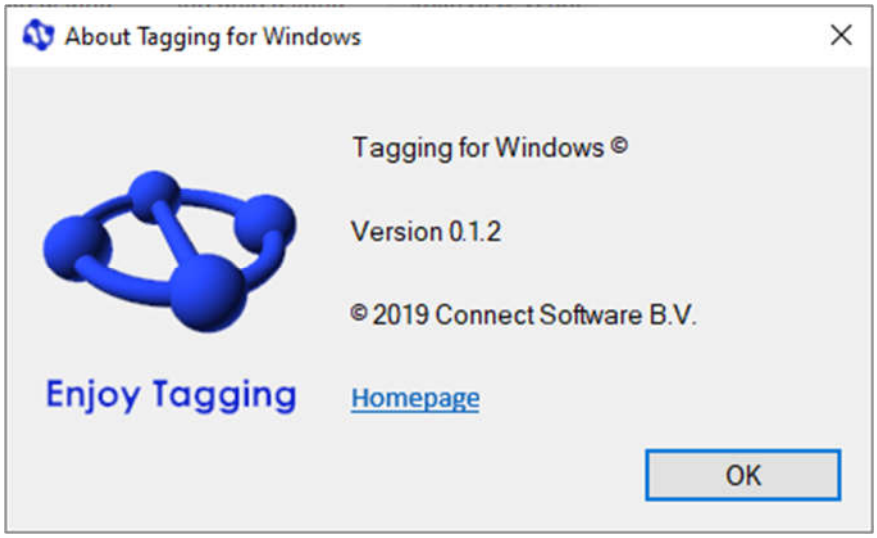
- Select the ***Tagging*** node in the tree.
  - In the context menu, choose ***Help.*** The Tagging for Windows help website is opened in de default Internet Browser.

Refresh

- Select the ***Tagging*** node in the tree.
  - In the context menu, choose ***Refresh.*** All opened Tag Groups are refreshed.

About Tagging for Windows

- Select the ***Tagging*** node in the tree.
  - In the context menu, choose ***About Tagging for Windows.*** The following dialog is shown containing the version number of Tagging for Windows, copyright information and a link to the Tagging for Windows website.



Tag Group

A Tag Group is a hierarchical ordered collection of tags.

Closing a Tag Group

When a Tag Group is closed it will be removed from the Windows File Explorer tree. All containing Tags and their links to Files, Folder and other Tags will be preserved. A closed Tag Group can be reopened.

Deleting Tag Group

When a Tag Group is deleted all containing Tags and their links to Files, Folder and other Tags will permanently be destroyed. It will be removed from the Windows File Explorer tree.

Moving a Tag Group

By moving a Tag Group the physical database containing the Tags and their links to Files, Folder and other Tags, is moved to another folder on the file system.
The three available options, in the properties of a Tag Group, are:
'Current User' location the Tag Group can only be opened/used by the user currently logged-in on the system.
'All User' location the Tag Group can be opened/used by all users that can login on the system.
'Network/Other' location the user is presented with a folder selection dialog where any folder location on the local file system or on a network share can be selected. When a Tag Group is moved to a network location the Tag Group can be shared between different users on different systems.

Opening a Tag Group

A Tag Group that was previously closed can reopened.
Tag Groups can be opened from three locations:
'Current User',
'All Users' and
'Network/Other'.
For the 'Current User' and 'All Users' locations, the user can select from the presented list with Tag Group names present at either location. When a Tag Group is opened from a 'Network/Other' location a File Open dialog is shown. This dialog filters for Tag Groups and when a Tag Group is

selected the Tag Group name is shown. After the Tag Group is opened it is shown in the File Explorer tree.

Delete

- Select the Tag Group you want to delete.
  - In the context menu select ***Delete***.
  - On the keyboard, press ***Delete***.

Move

- Select the Tag Group you want to move
  - In the context menu select ***Properties***.
    - Select the radio button ***Current User*** to move the Tag Group to the 'Current User' location.
    - Select the radio button ***All Users*** to move the Tag Group to 'All Users' location.
    - Select the radio button ***Network/Other*** and press the ellipsis button . A Folder Selection dialog opens were a location can be selected to move the Tag Group to.

Close a Tag Group

- Select the Tag Group you want to close.
- The Tag Group remains available and can be opened again.
  - In the context menu select ***Close***.

Create a Tag Group

- Select the ***Tagging*** node in the tree.
  - In the context menu, choose ***New Tag group***.

A new Tag Group with the default name *New Tag group* is created.

Rename a Tag Group

- Select the Tag Group you want to rename.
  - In the context menu, choose Rename.
  - On the keyboard, press F2.

Note: Some characters cannot be used in the name. See restrictions.

Show the properties of a Tag Group

- Select the Tag Group whose properties you want to view.
  - In the context menu, choose ***Properties***.

A dialog will be shown in which the properties can be viewed.

Open a Tag Group

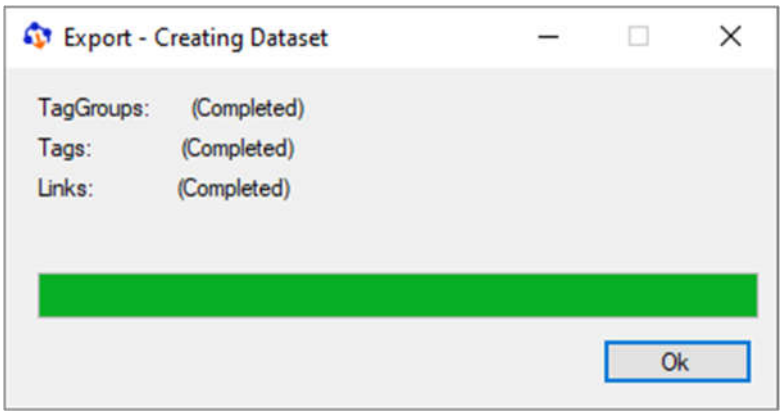
- Select the ***Tagging*** node in the tree.
  - In the context menu, go to ***Open Tag group***. A submenu is shown with the following items:
    - ***Current user***: The Tag Groups present for the current user are shown. Choose the one to open.
    - ***All users***: The Tag Groups present for all users are shown. Choose the one to open.

- ***Network/Other location***: A dialog is shown in which a Tag Group can be selected. The name of the Tag Group is shown in the lower part of the dialog. If the Tag Group is located, press ***Open***.

Export a Tag Group

Select the Tag Group you want to export. All the Tags and all linked Files and Folders are exported.

- In the context menu, choose ***Export.*** A File Save dialog is shown to specify the location of the export file. When the Export is finished the following dialog is shown indicating how many Tag Groups, Tags and Links are export.



Base Tag group

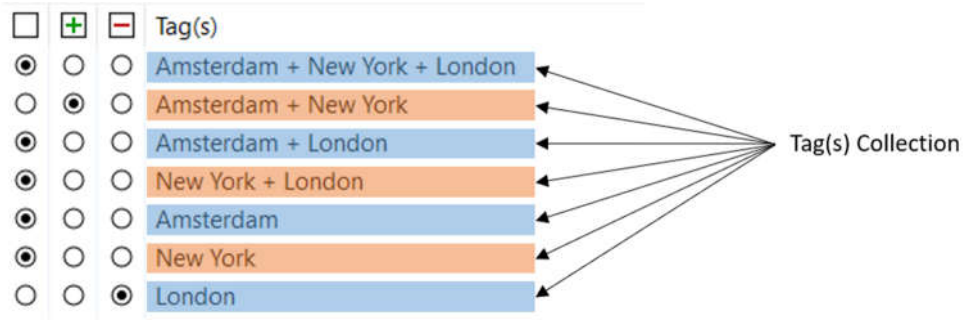
The Base Tag group is a special Tag group that will be created automatically the first time a Tag is created using 'Add or select Tag'. This Tag group can be found under the Tagging node in the Navigation pane of the Windows File Explorer cannot be closed, deleted, moved or renamed. But it is possible to create new Tags and to export this Tag group.

Smart View

With a Smart View a selection of files and folder can be created based on a combination of Tag(s). Every time a new Tag is used in the Smart View, the possible combinations are updated.

The possible combinations are shown in the list that of the Smart View Pane.
Every item in the list represents a collection of Tags.
If the collection is included ⊞, the Result will contain all files and folder having all the Tags of the collection.
If the collection is excluded ⊟, the Result will not contain any file or folder having all the Tags of the collection.

Example:
The Tags "Amsterdam", "New York" and "London" are used in the Smart View.
The Tag(s) collection "Amsterdam + New York" is included.
The Tag(s) collection "London" is excluded.



The result of the Smart View will be:
"files/folders connected with Tag **Amsterdam** as well as Tag **New York**
minus files/folders connected with Tag **London**"

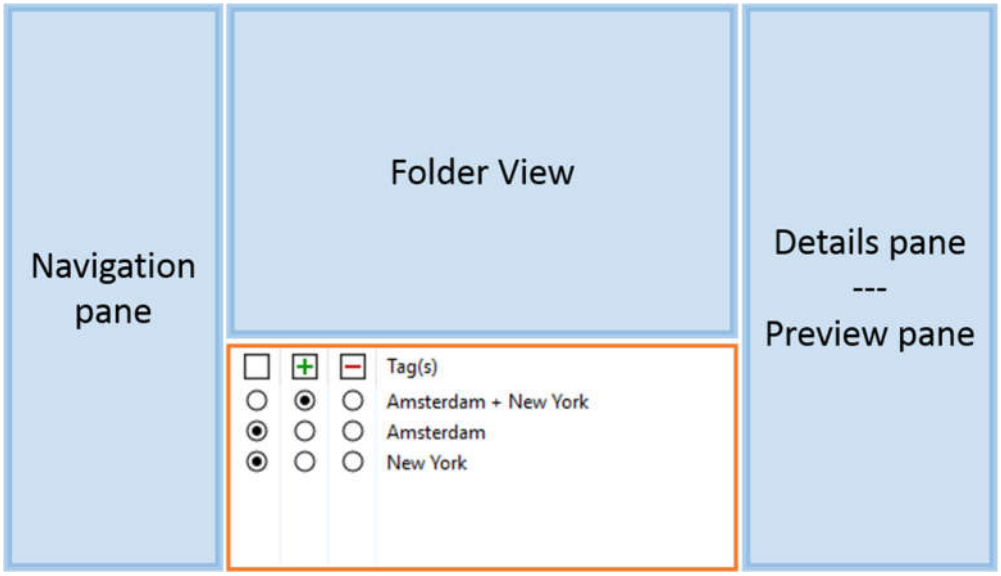
A Smart View can be saved for later use.

Tag(s) collection

A collection of one of more Tags that can be combined in a Smart View. Every collection of Tag(s) can be Ignored, Included or Excluded. The result of the combination of Tag(s) collections and their individual settings is a list of files and/or folders.

Smart View pane

The Smart View pane can be found below the Folder View in the explorer. It shows the combinations that can be made.



The Smart View pane allows you to use the context menu to modify the combinations.

Add a Tag to a Smart View

- Select a Tag.
  - In the context menu select ***Use in smart view***. [1]
  - Use the mouse to Drag and Drop the Tag. Drop the Tag on the Smart View node.

Show Smart View Results

– Select the Smart View node.
  - In the context menu select ***Show results***.
  - In the pane below the Folder View press the show results button.

Edit a Smart View

– Select the saved Smart View you want to edit
  - In the context menu select ***Edit***.
  - In the pane below the Folder View press the show results button.

Smart View result name restrictions

Rename a Smart View

– Select the saved Smart View you want to rename.
  - In the context menu select ***Rename***.
  - On the keyboard, press ***F2***.

Include in Smart View Results

– In the pane below the Folder View select the Tag or Tag combination you want to include.
  - In the context menu select ***Plus***.
  - On the keyboard, press ***+***.

Remove a Tag from Smart View Results

– In the pane below the Folder View select the Tag or Tag combination you want to remove.
  - In the context menu select ***Remove Tag(s)***.
  - On the keyboard, press ***Delete***.

Remove all Tags from Smart View Results

– Click in the pane below the Folder View.
  - In the context menu select ***Remove all Tag(s)***.

Ignore

– In the pane below the Folder View select the Tag or Tag combination you want to ignore.
  - In the context menu select ***Ignore***.
  - On the keyboard, press ***Spacebar***.

Save a Smart View

– Select the ***Smart View*** node or the ***Results*** node in the tree.
  - In the context menu, choose ***Save.***
  - In the Smart View Pane, choose the button.

A new Smart View with the default name *New Smart View* is created.

Delete a Smart View

– Select the Smart View you want to delete.
  - In the context menu, choose ***Delete***.
  - On the keyboard, press ***Delete***.

Remove a Tag from the Smart View

– Select a Tag(s) Collection in the Smart View Pane.
  - In the context menu, choose ***Remove tag(s)***.
  - On the keyboard, press ***Delete***.

All Tag(s) collections containing the Tags of the selected Tag(s) Collection will be removed.

Exclude from Smart View Results

– Select a Tag(s) Collection in the Smart View Pane.
  - In the context menu, choose ***Minus***.
  - On the keyboard, press **—**.

The result of the Smart View will not contain any files or folders having the Tags of the selected Tag(s) Collection.

Clear a Smart View

– Select the Smart View node in the tree.
  - In the context menu, choose ***Clear.***
  - In the Smart View Pane, choose the button .
  - In the context menu of the Smart View Pane, choose ***Remove all Tags***

All Tag(s) Collections will be removed.

Restrictions

Item name

The name may contain up to 255 characters, including spaces. The following characters may not be used for the name: \ (back-slash), / (forward slash), *:* (colon), * (asterisk), *?* (question mark), "(double quotes), < (less than symbol), > (greater than symbol), and | (pipe or vertical bar.

Copy- and Move Tag destination

The destination tag cannot be a sub tag of the source tag.

Folder locations

Current User location

The folder on the filesystem defined by the environment variable %LOCALAPPDATA% (i.e. *c:\Users\[username]\AppData\Local*).

All Users location

The folder on the filesystem defined by the environment variable %ALLUSERPROFILE%(i.e. *c:\ProgramData*).

Network/Other location

This can be any folder on the local filesystem or any folder on a network share