

Using Tag To Arrange Your Files

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1. Introduction

When it comes to organizing a lot of files (especially games, comics, animations, etc.), you'll find that using folders isn't very effective. Because some files sometimes have more than one feature, it's hard to find a useful, clearly delimited feature to divide the files. For example, you will put a fantasy game in the "fantasy" folder, but the game is also a shooting game, you also need to put it in the "shooting game" folder, but all the shooting game obviously not necessary be fantasy, so you may need to put a "shooting game" folder in "fantasy" folder. But where should you put a pure shooting

game? You may be able to use company names to ensure that the game categories don't overlap, but company names aren't necessarily easier to remember than game names, and games tend to cluster in folders for a few large companies, and a few or even a single game for a small company. When you're looking for the game you want, you're dealing with a lot of small company names that you're not familiar with, and there are still a lot of games in the folders of a few big companies. This classification is not very efficient. In this case, you will need the tag system. In fact, the tagging system is widely used in all kinds of online stores. After all, when you explore your needs, you need multiple constraints to narrow down your choices. Each item is tagged so that the user can search for items with one or more tags. The purpose of this instruction is to show you how to implement tagging on MAC and Win10.

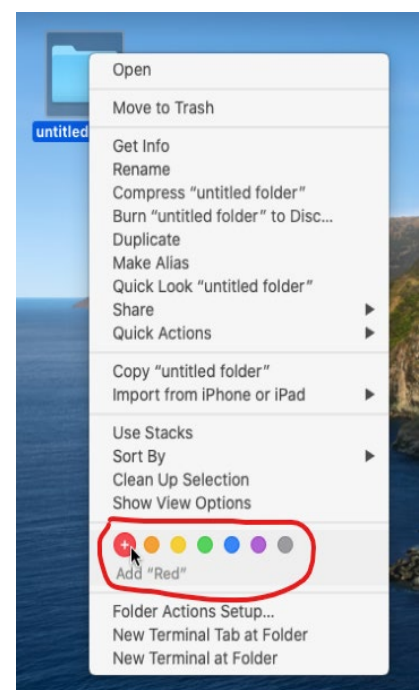
2. Tag on MAC

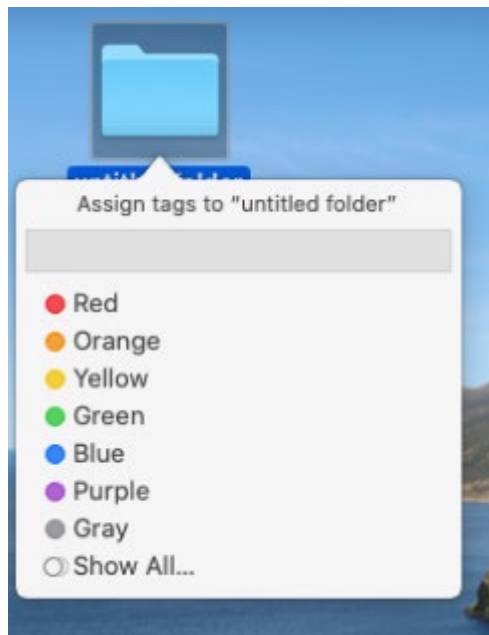
MAC OS already has a tag system, so it's very simple to implement.

2.1 Tag on file

Right-click or press `ctrl + click` the file you want to add the tag and open the right-click menu. You can quickly add the tag by clicking on the colored balls

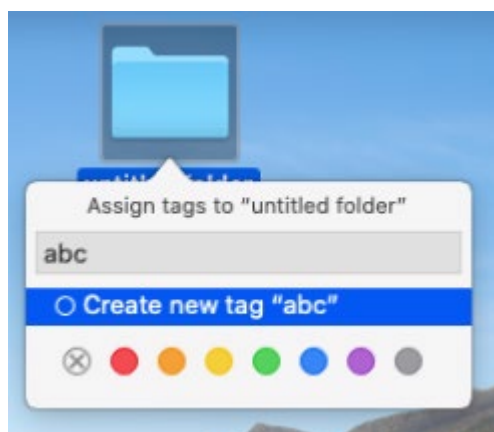
Put your mouse out of these color ball, you can see "Tags...", you can click on it to open the add tag menu.





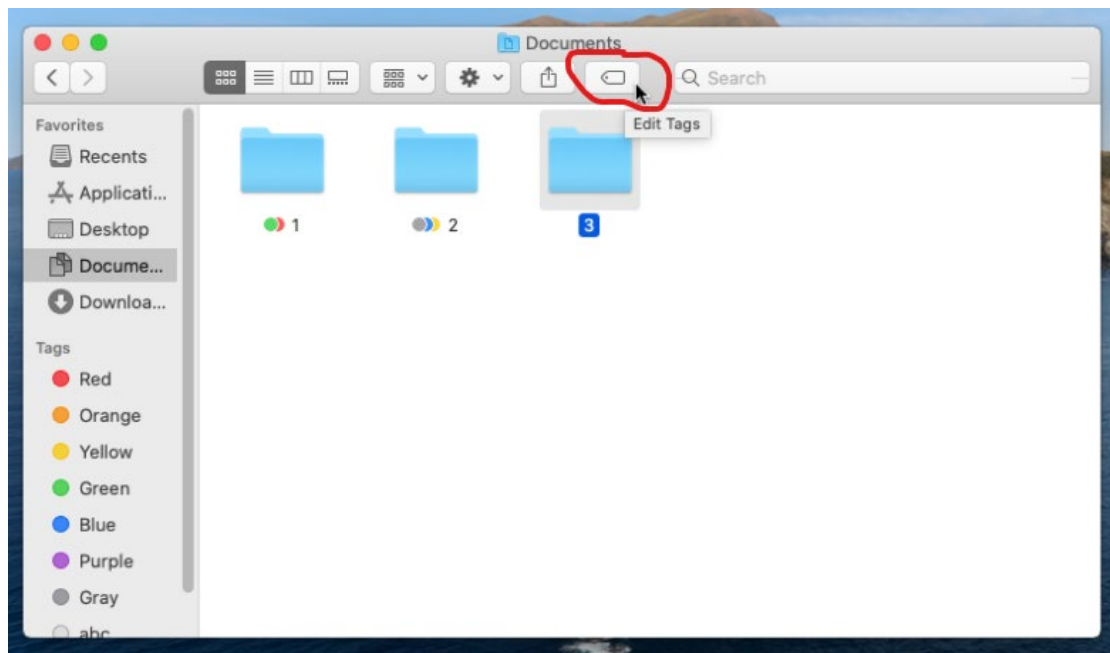
In the tag menu, you can see the name of the tags.

Input some words in the textbox you will see the add tag menu change to the new tag model. You can create a colorful new tag by click on the color ball. If you directly click on “Create new tag “****”(your tag name),” you will create a no color tag.

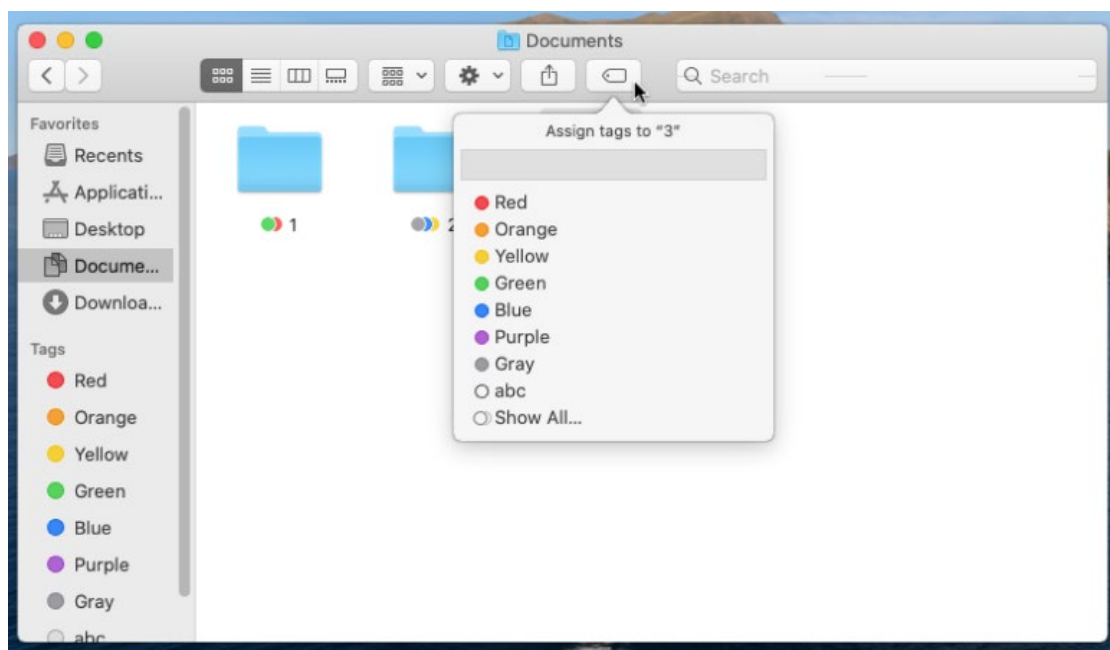


2.2 Tag on Finder

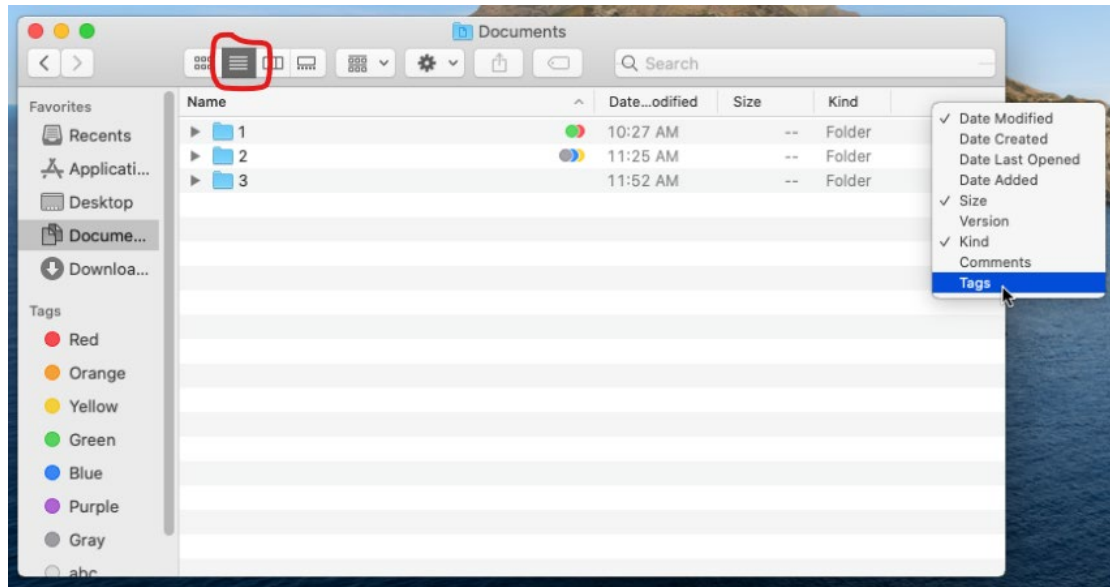
In the Finder, you have a new way to add a tag. Select your target file, click on the “Edit Tags” button on the toolbar.



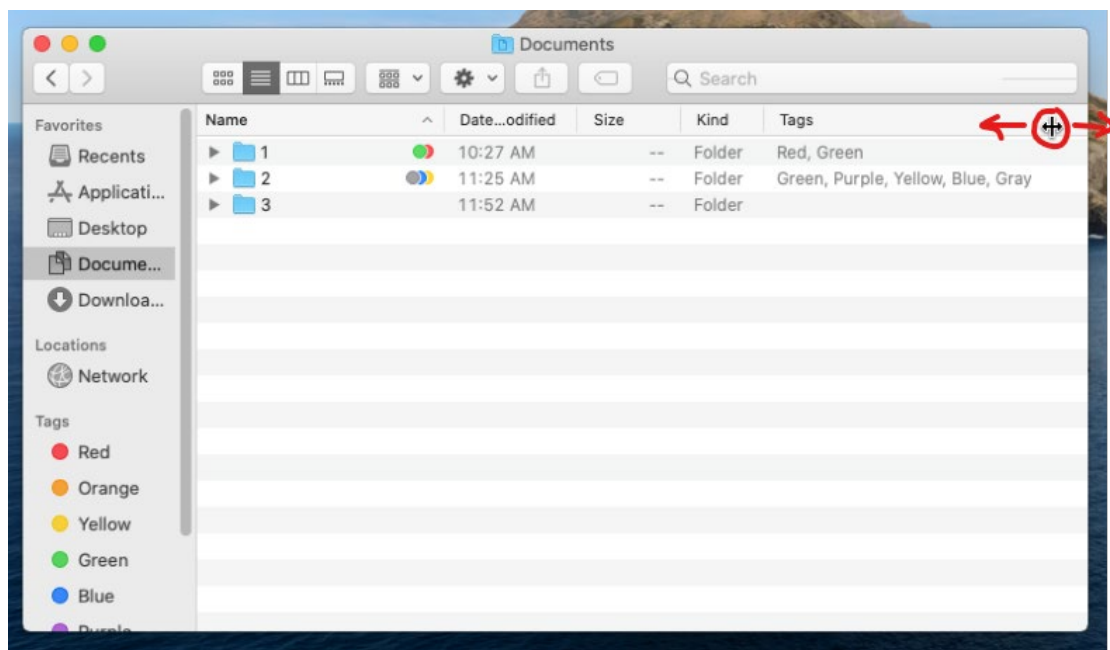
Then you can see the add tag menu so that you can add your tag as described above



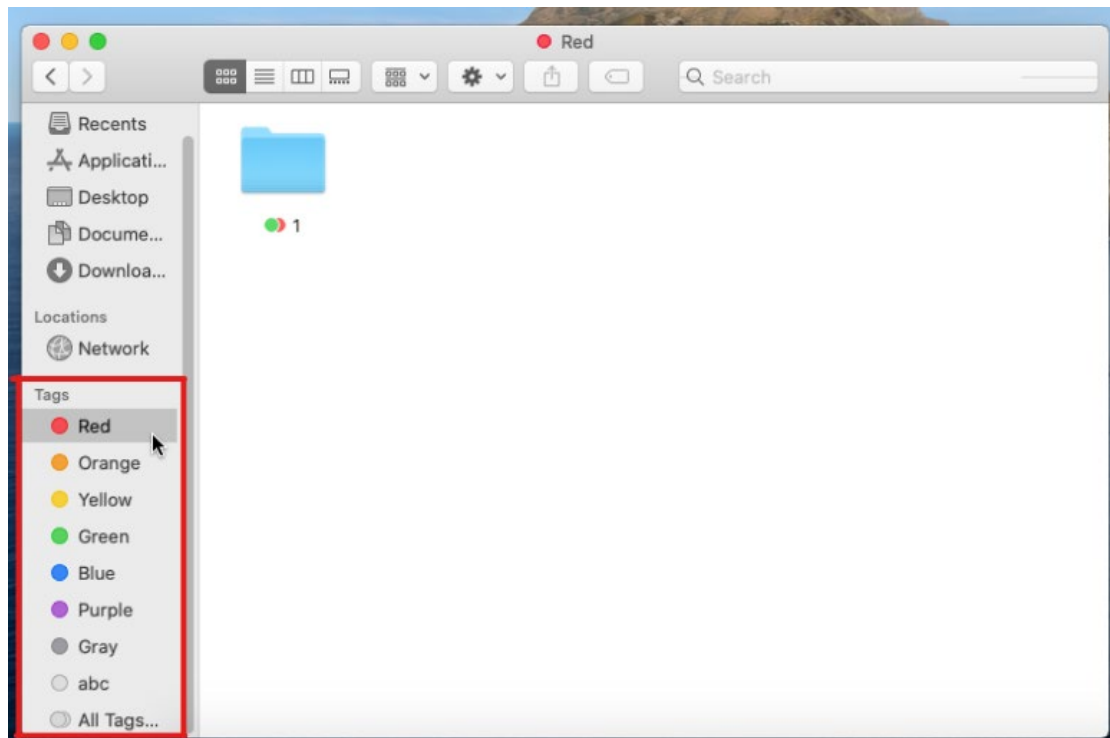
If you want to see the name of the tag, click on "Show item as a list" button, Right-click or press ctrl + click the title bar, select "Tags" option.



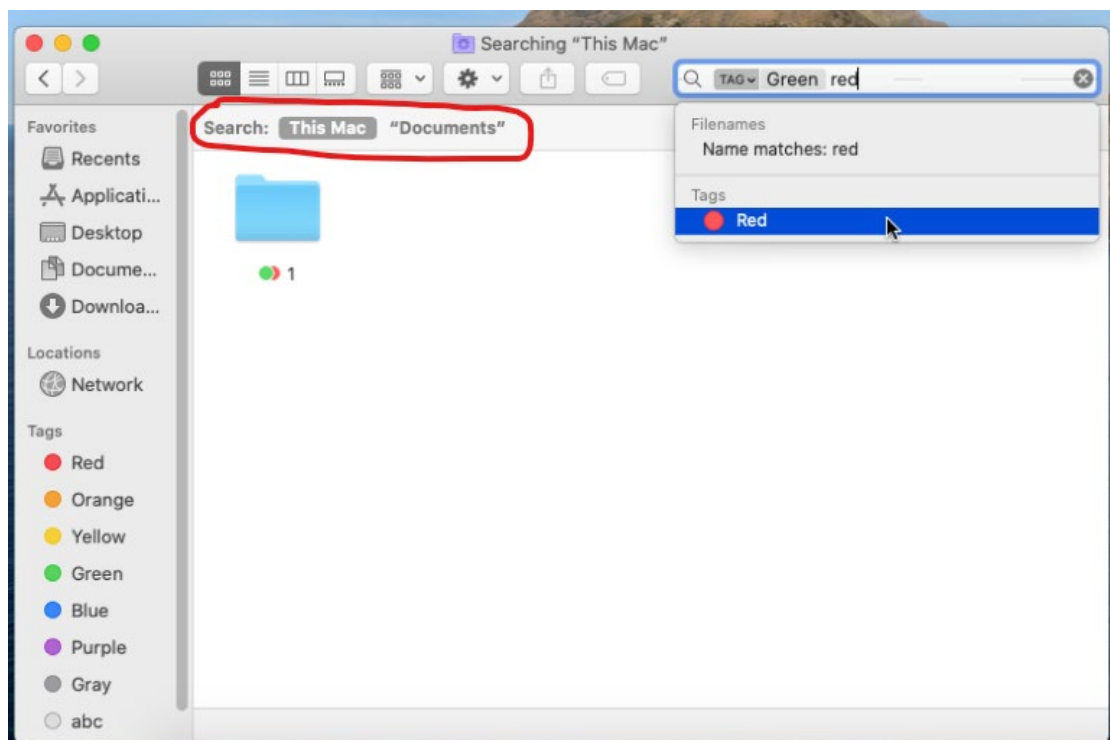
Then you can see the Tags column is showing up. And you can then adjust the width of each column by sliding the edge of each column in the title bar.



Through the “Tags” bar on the left menu, you can quickly search the file depending on one of the tags.

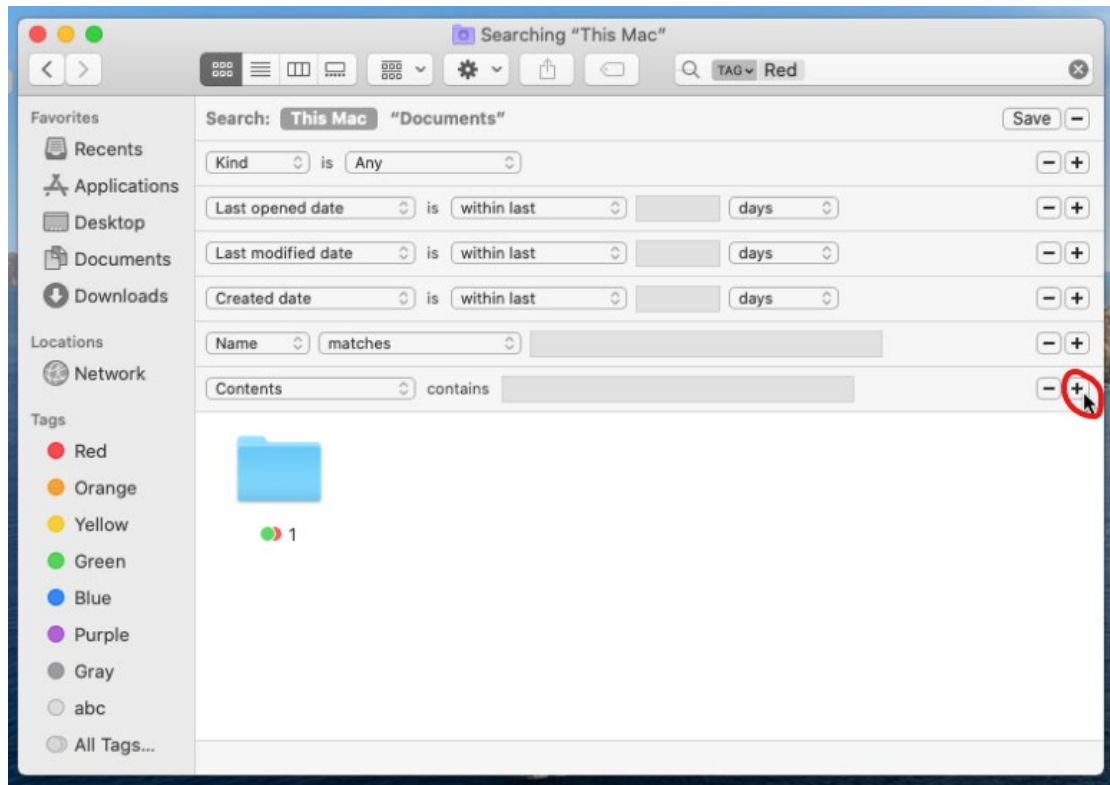


And you can input the name of the tag in the Search box and select the tags to search your file by tags. You can use more than one tag to limit the range. And you can select the file you want to search by the search option.



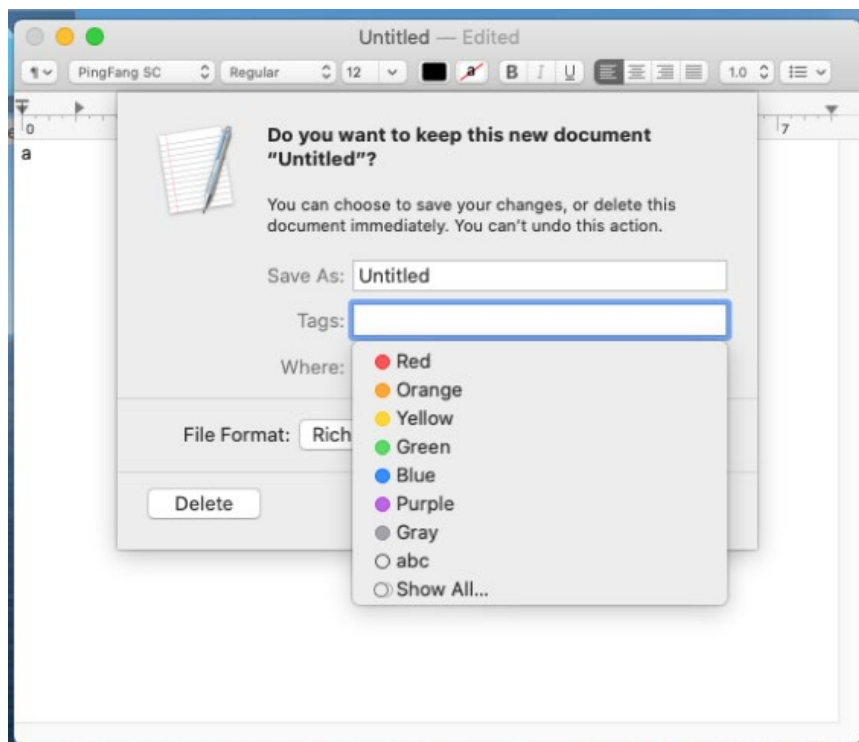
In fact, the Search is so powerful that you can add a wide variety of search terms by clicking on the

+ button, but its beyond the scope of this instruction to go into more detail.



2.3 Tag on new file

When you use any app to create a new file, you can add the tag by "Tags" option.



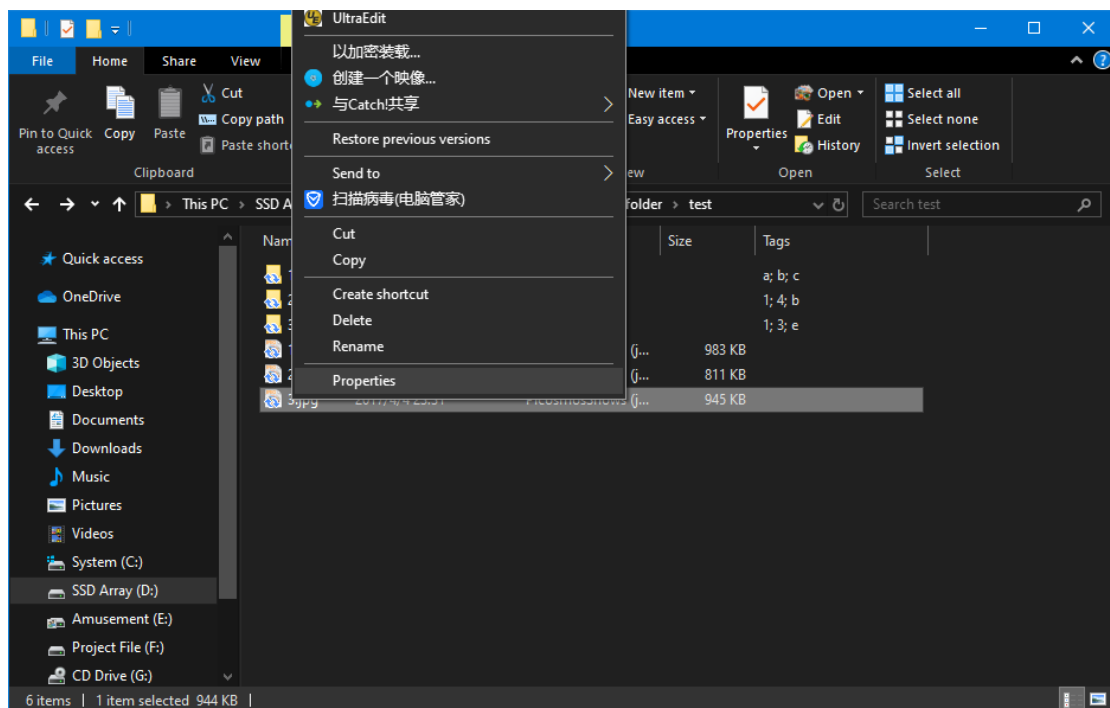
3. Tag on Win10

Win10 is not very supportive for the tag, through the Win10 File Explorer can only add tags on media files (such as music, video, pictures, etc.) and document files (such as word, PPT, Excel, etc.), and the process is very troublesome, also not convenient to modify. There is some third-party File Explorer that supports tag functionality, but that means you have to accommodate another File Explorer. Therefore, I would like to introduce a plug-in I wrote to add tags to folders as a supplement.

3.1 Tag on media files

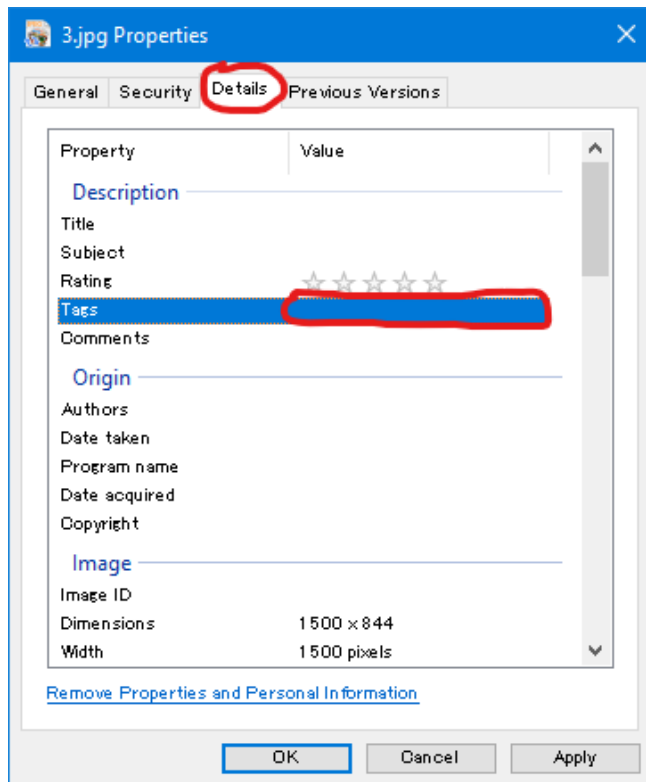
Step 1:

Right-click on your target media file, select Properties option to open the Properties window



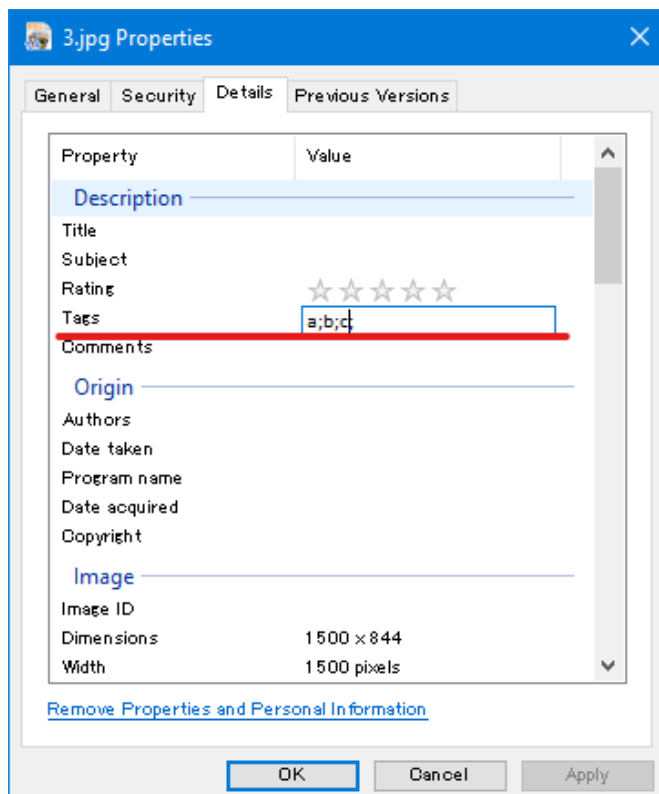
Step 2:

Select details option, Find “Tags” row and click the blank space to input your tags.



Step 3:

Use semicolons to separate different tags from your input. When you finish press Enter key on your keyboard, and click the OK button or Apply button.

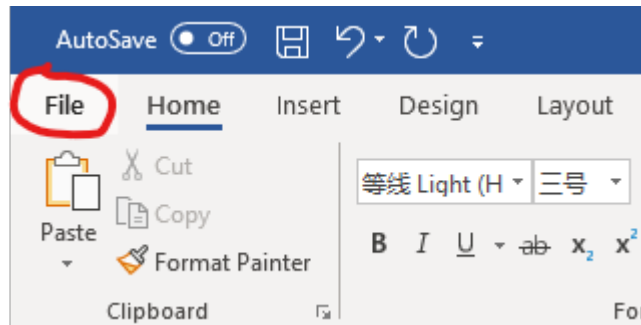


3.2 Tag on document files

Take the word as an example.

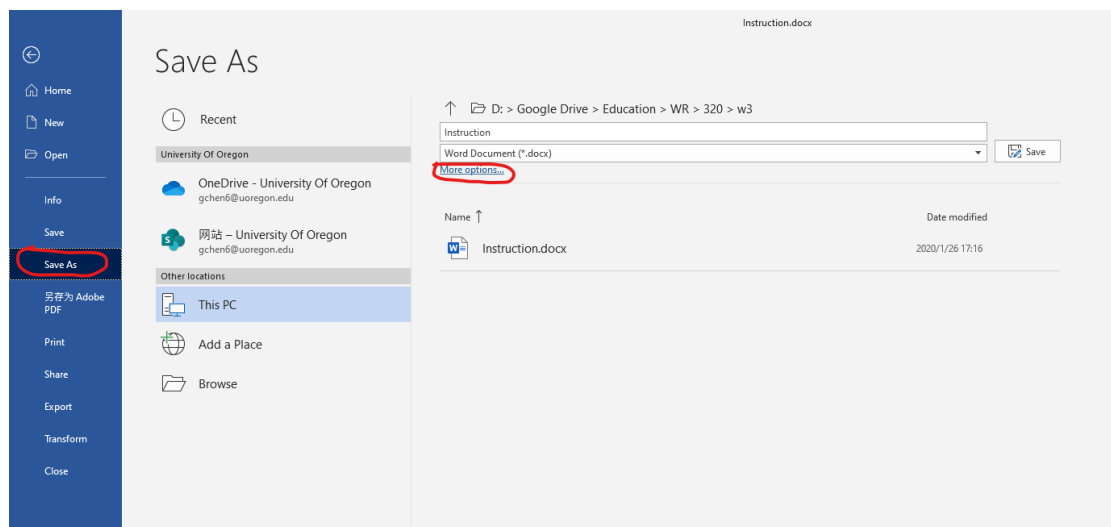
Step 1:

Click on File option on the top menu



Step 2:

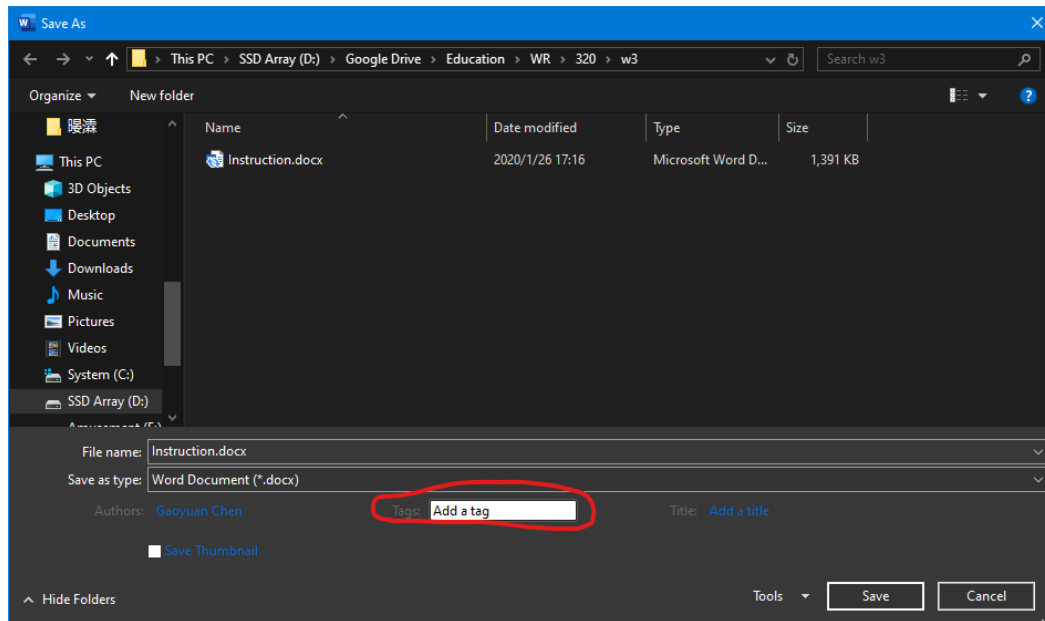
Click on Save as an option on the left menu, click on and More options link to open Save As window.



Step 3:

Click on “Add a tag” to add your tag. Also, use semicolons to separate different tags of your input.

When you finish press Enter key on your keyboard, and click the Save button.

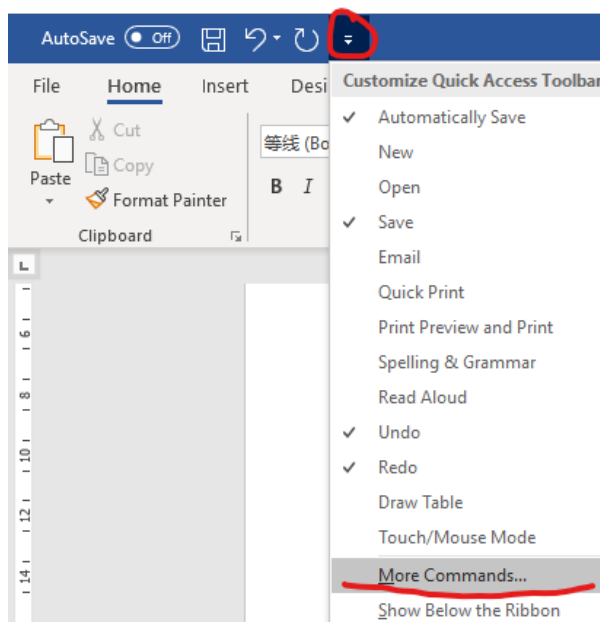


And you can edit your Quick Access Toolbar to add the “Save as” button in it so that you can quickly jump to step 3.

3.2.1 Add “Save as” button in Quick Access Toolbar

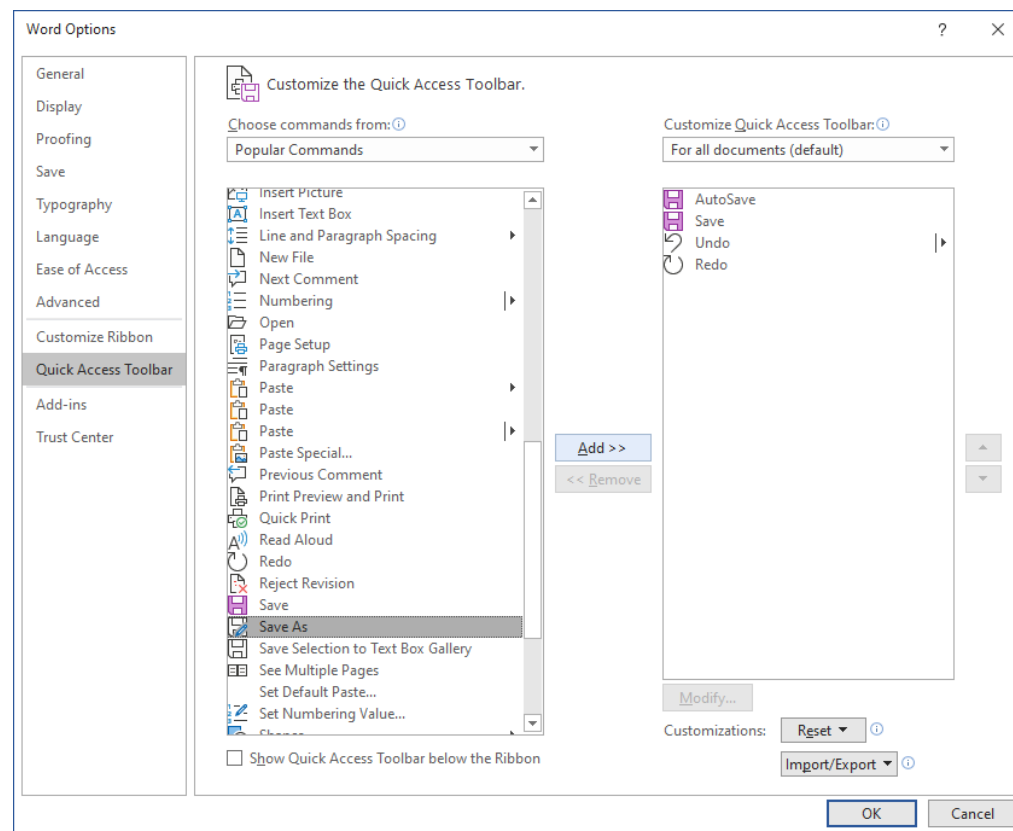
Step 1:

Click on the customize button to open the drop-down menu of the top menu, and click on More Commands... option.

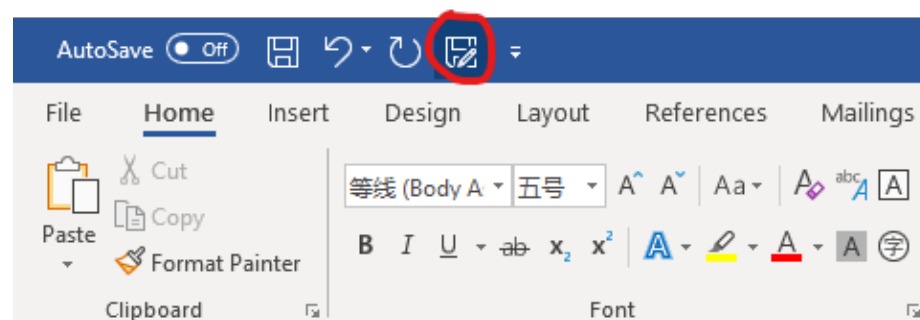


Step 2:

Find Save As command, select it, click on Add and then click OK.



Then you can directly click on the Save as button on Quick Access Toolbar to open Save as Window.



3.3 Tag on folders

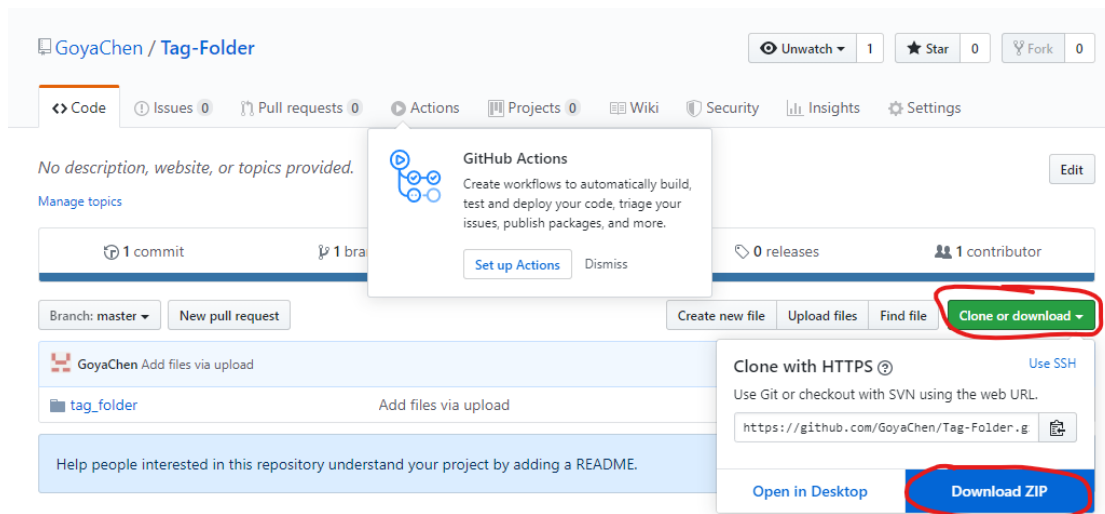
3.3.1 Download the plug-in

Step 1:

Open the link: <https://github.com/GoyaChen/Tag-Folder>

Step 2:

Click on Clone or Download, and click on Download ZIP.



Step 3:

Extract the files, open it, and move the “tag_folder” folder to whatever a place you think is suitable



for win10 plug-in. I recommend putting it in User’s Files.

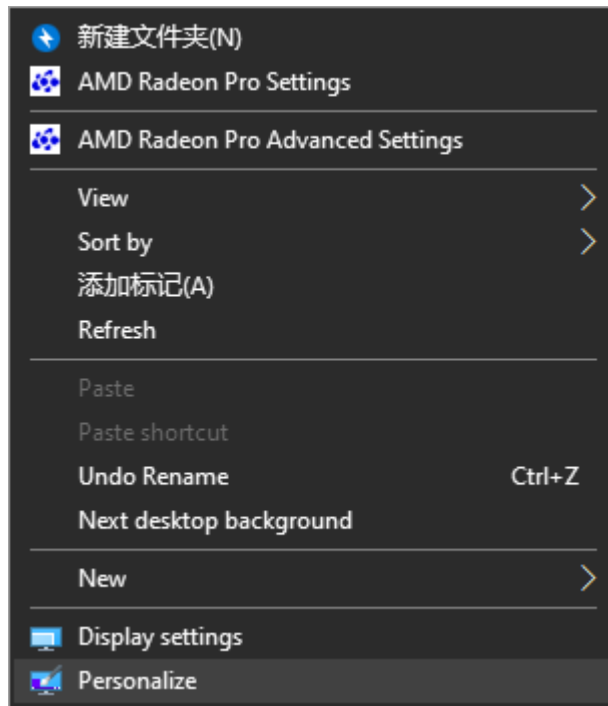
3.3.1.1 User’s Files

Usually, you can find your User’s Files on your desktop. If you not find it, open This PC, go to

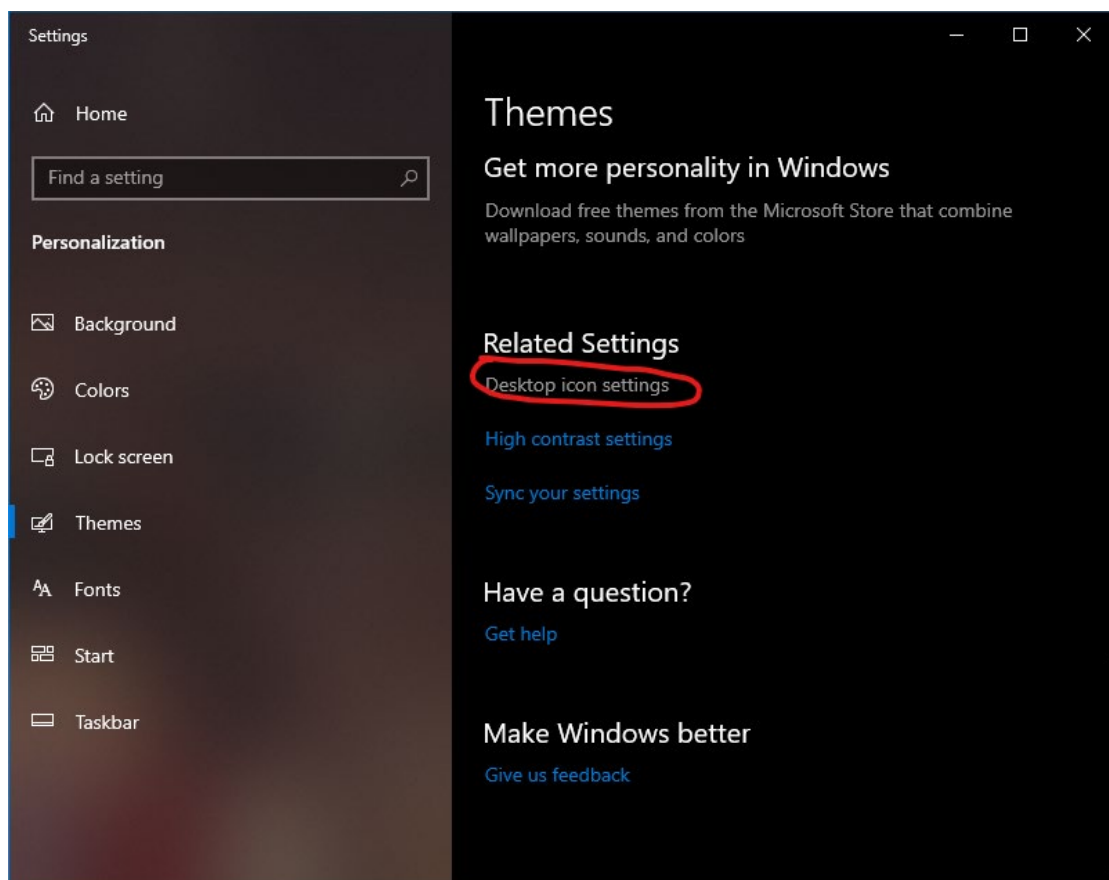
C:\Users, you will find a folder which name as your user name, that is your User’s Files.

And you can add your User file on your desktop.

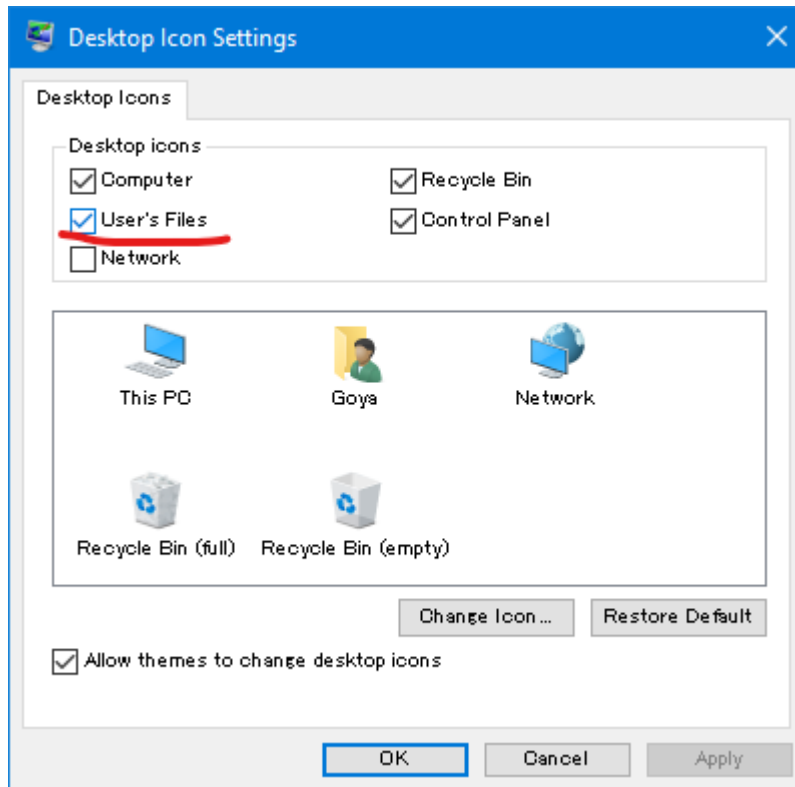
Right-click on the blank place of your desktop and click Personalize.



Go to Themes, and find Desktop settings.



Select User's Files option then click OK.



3.3.2 Install Python

The plug is running on python, so you should install Python at first.

Step 1:

Go to this link: <https://www.python.org/downloads/>

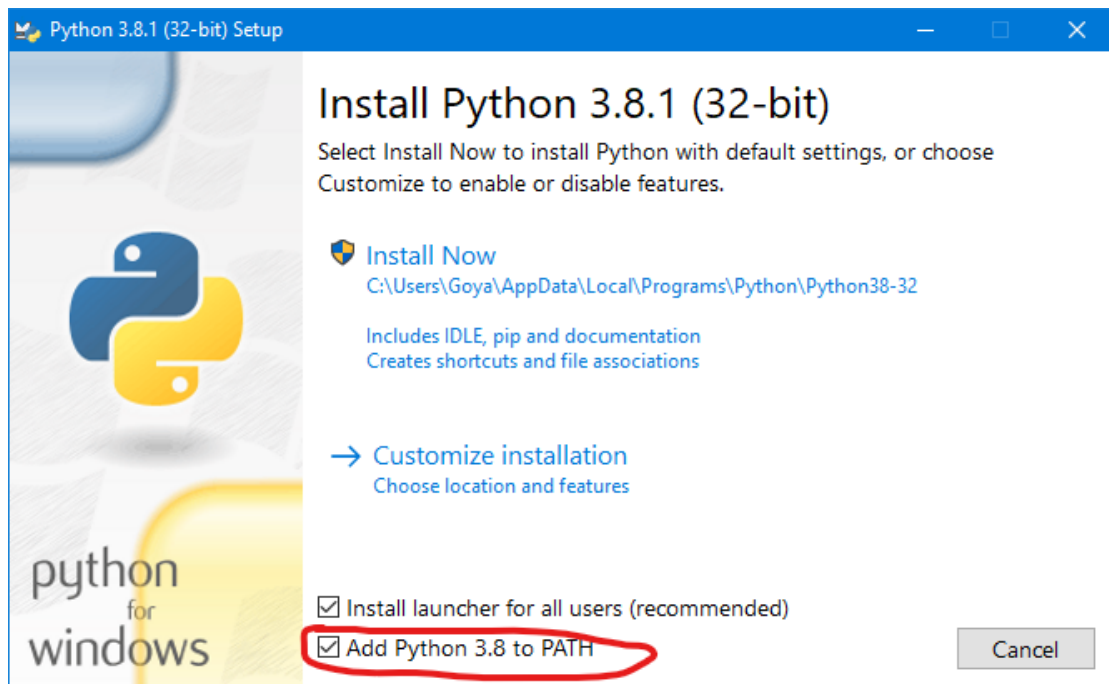
Step 2:

Click on Download Python, this button will show the newest Python version.



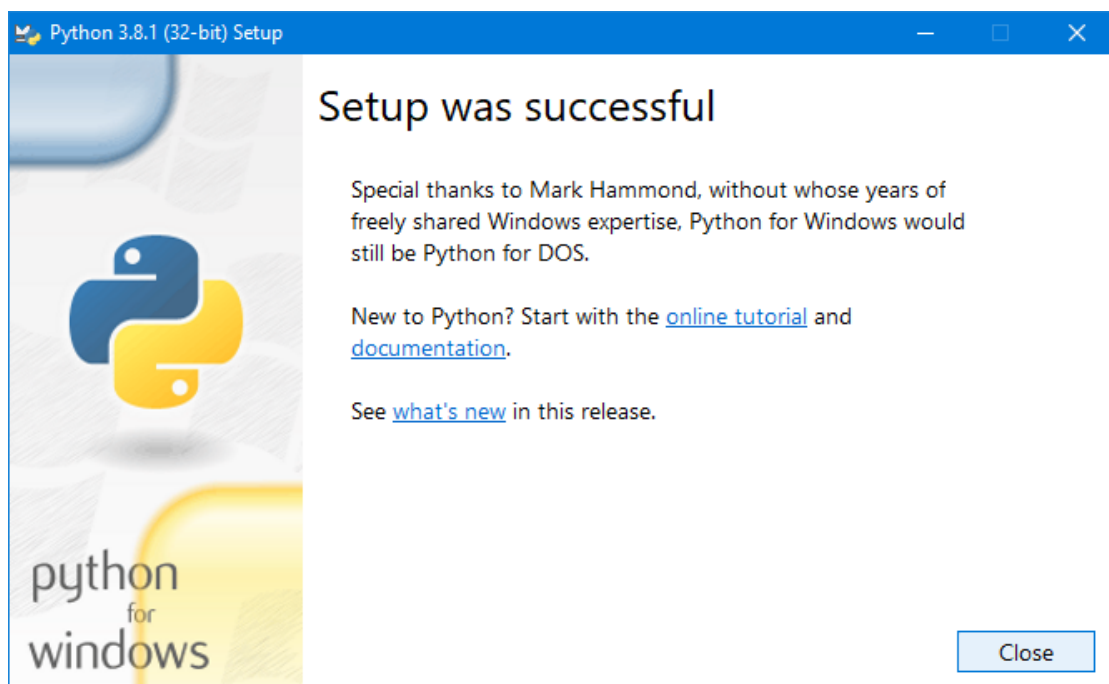
Step 3:

Open it after downloading, make sure Add Python to PATH option is selected, and then click on Install Now.



Step 4:

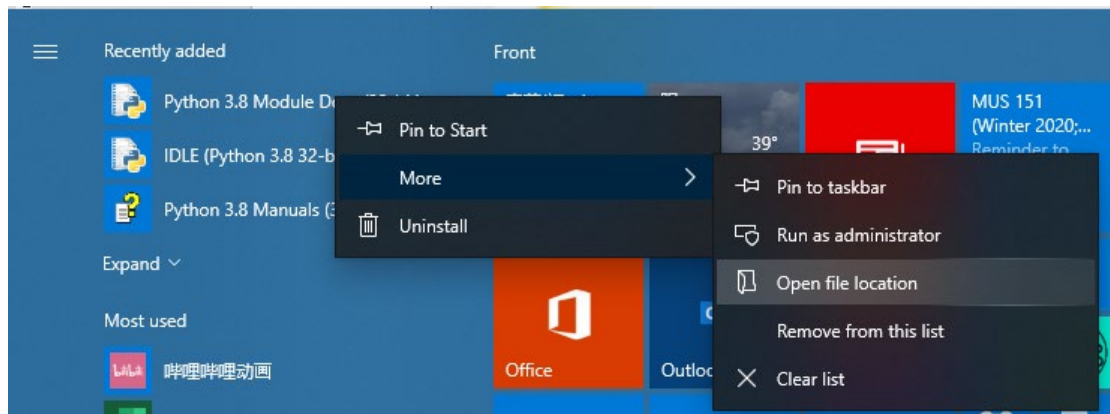
When it finish, close it.



Step 5:

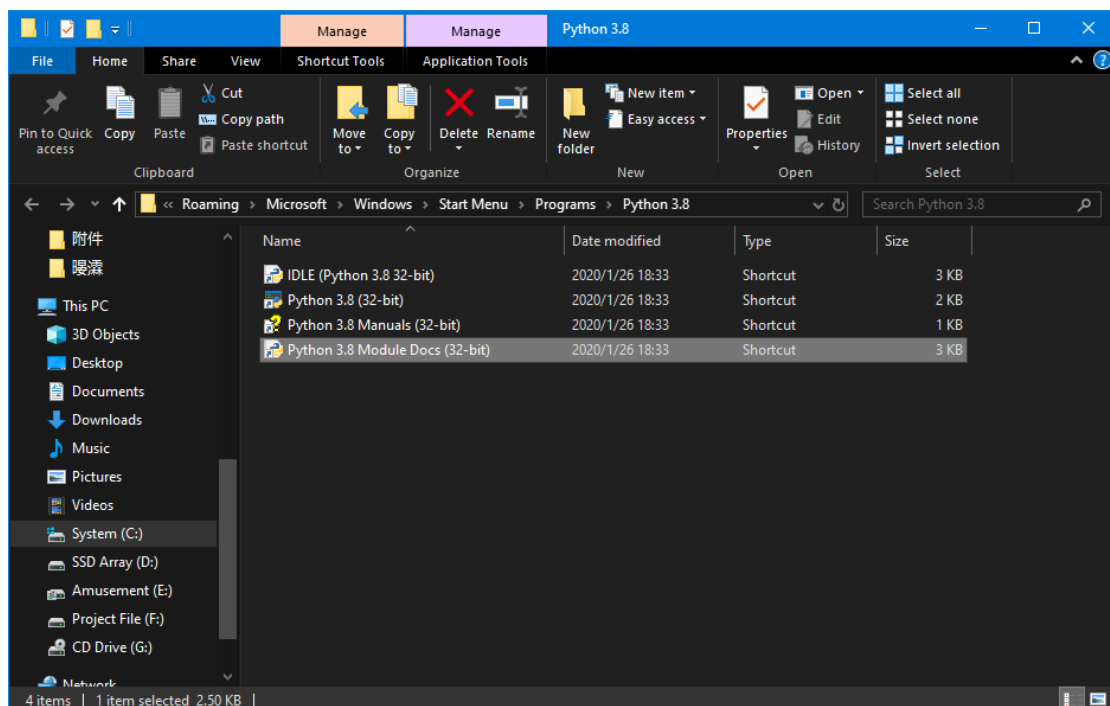
Then you should find the installation directory of your python. It will be used later.

Press the “Windows” key or click on the “windows button” on the left bottom of your desktop to open the windows menu. Right-click IDLE, select More and click Open File location.



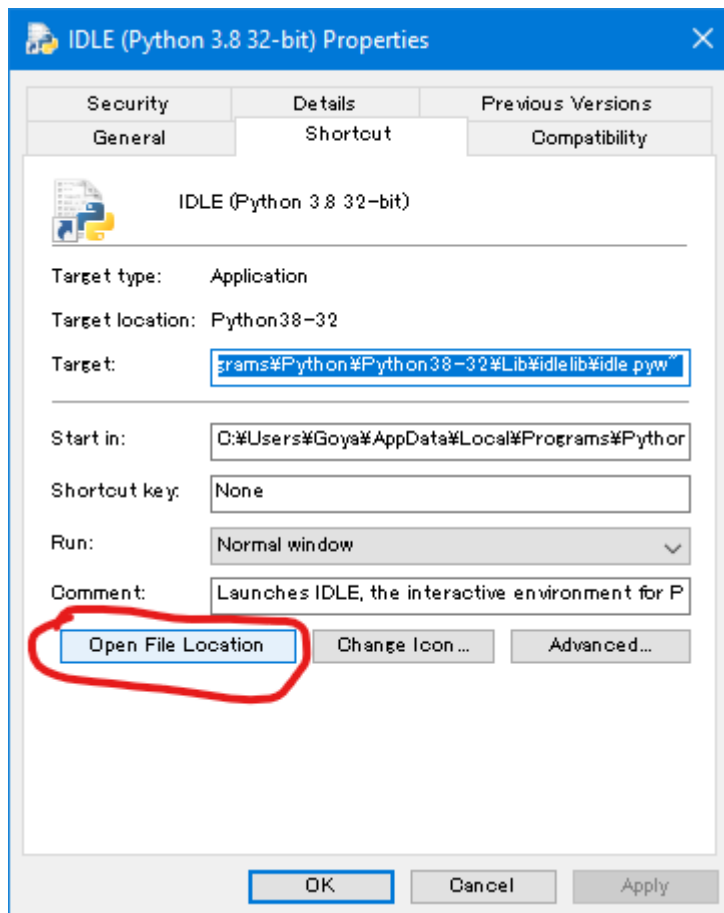
Step 6:

Right-click on one of these icons, select properties to open properties window.



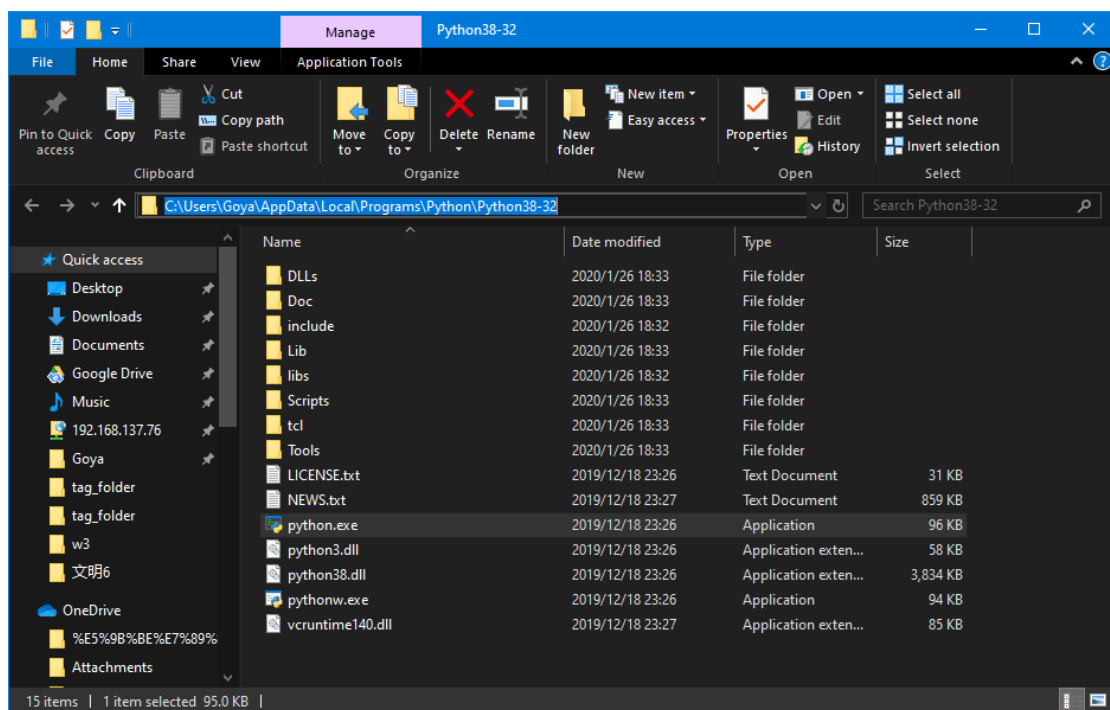
Step 7:

Click the Open File Location button to open python’s installation directory.



Step 8:

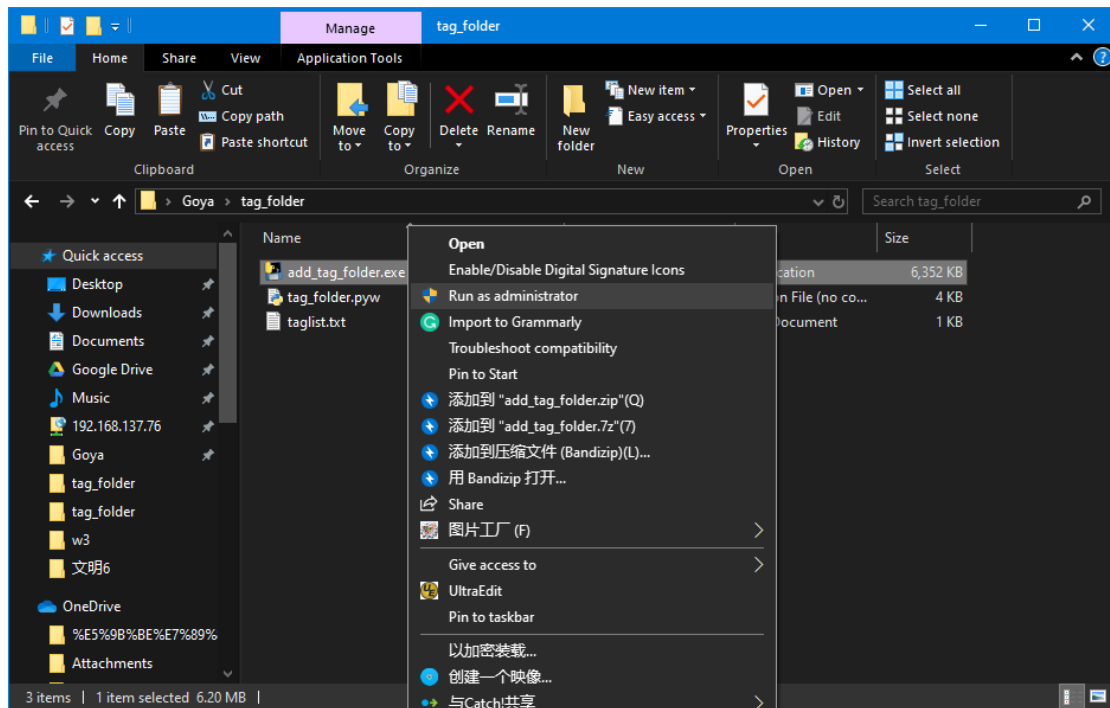
Click on the navigation bar and copy it. This is your installation directory address.



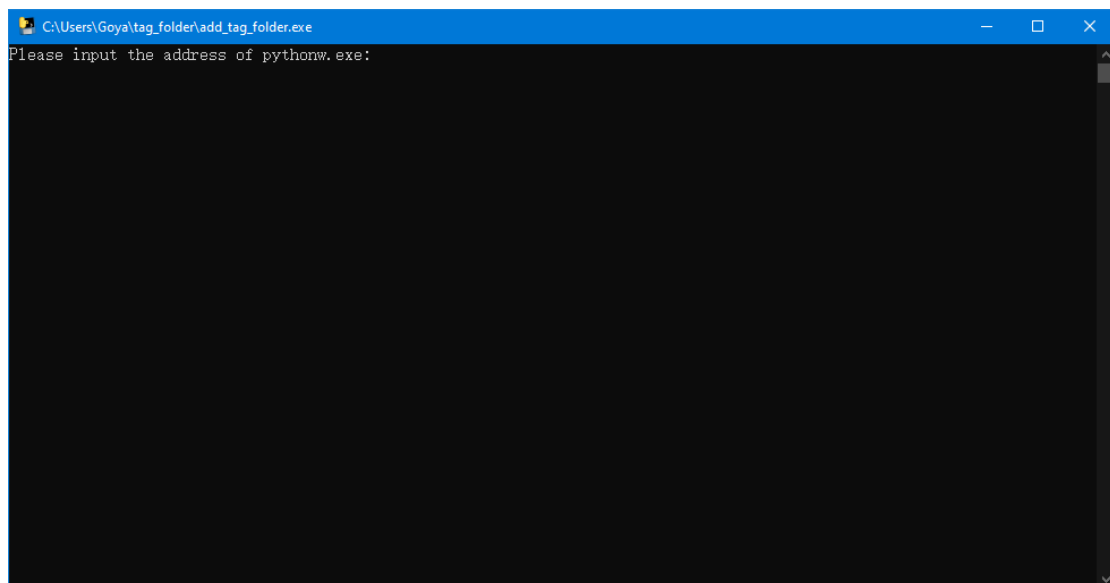
3.3.3 Install tag_folder plug-in

Step 1:

Open the “tag_folder” folder (Where is “tag_folder”? look 3.3.2 Step 3), right-click add_tag_folder.exe, click Run as administrator.

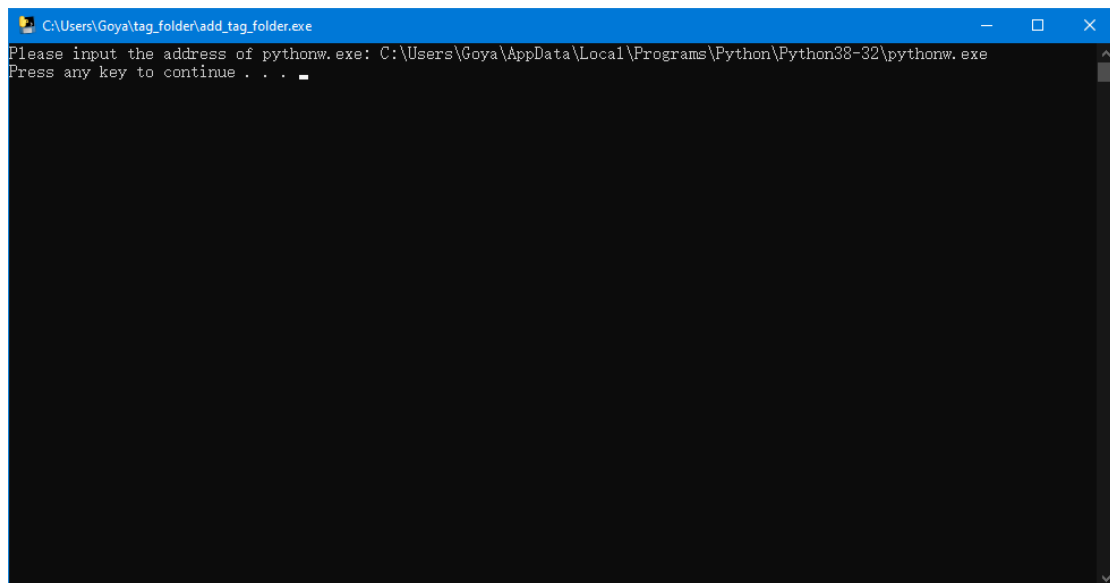


You will see the window below



Paste installation directory address you copy at 3.3.2 step 8 and add the words: \pythonw.exe at the

end, and press enter. Wait a little bit, and you will see Press any key to continue..., that mean the plug-in is installed, press any key to close this window.

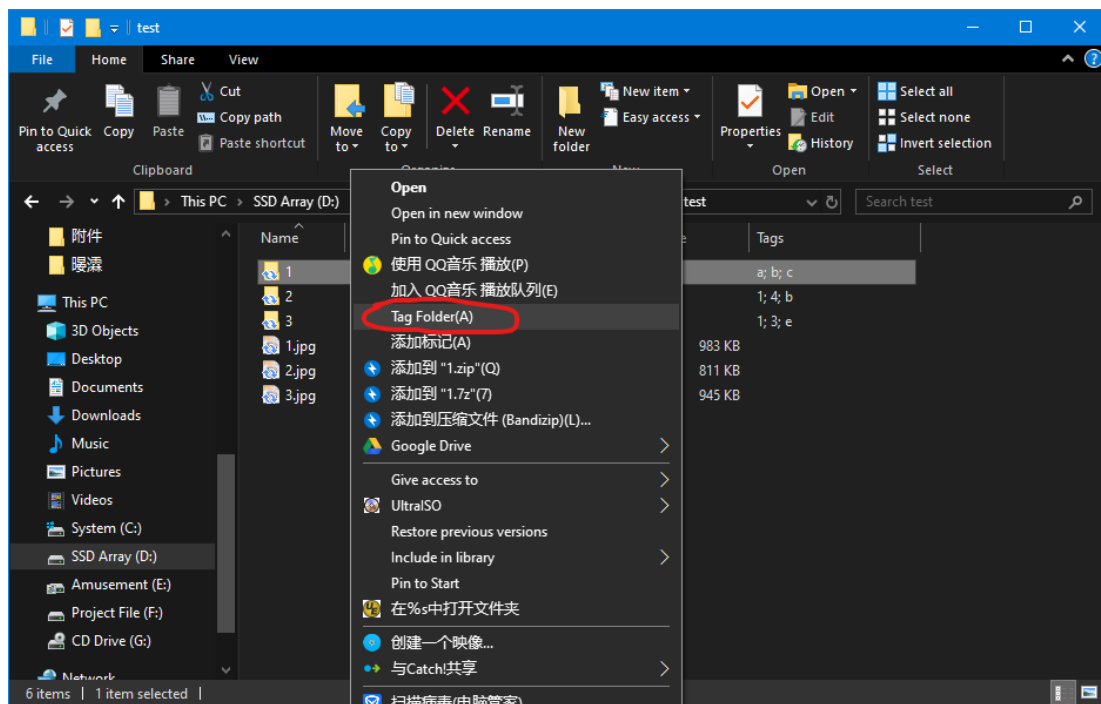


3.3.4 How to use tag_folder

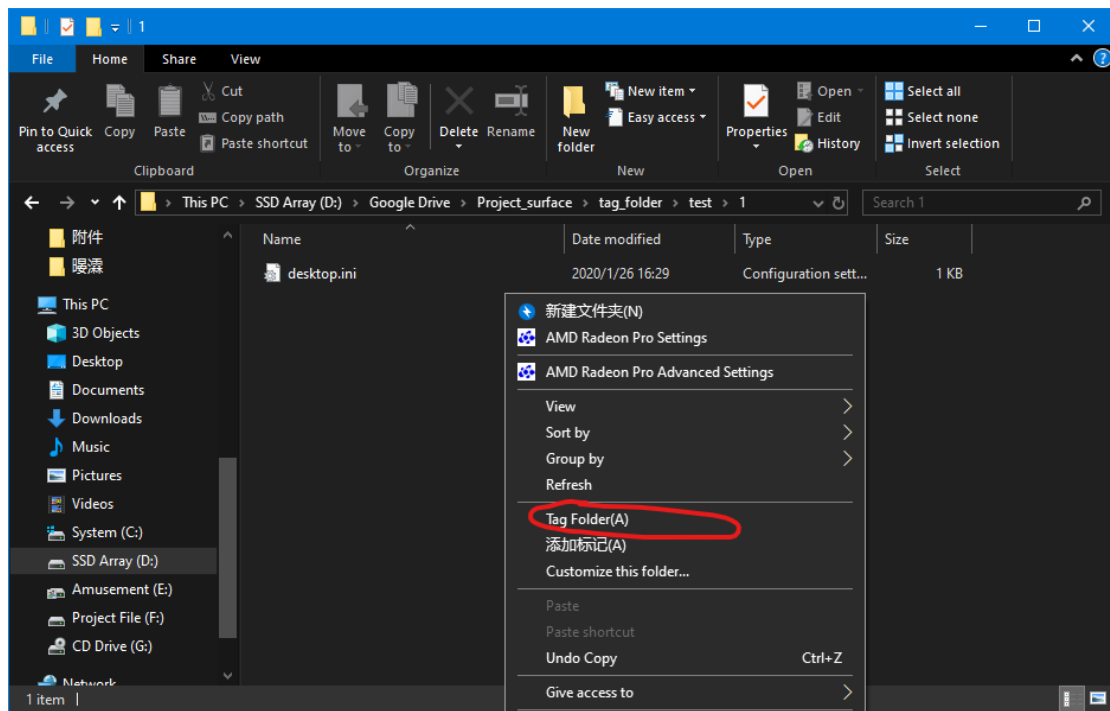
Step 1:

You have two ways to open tag_folder plug-in.

1. Right-click the target folder, and click Tag Folder or press A.

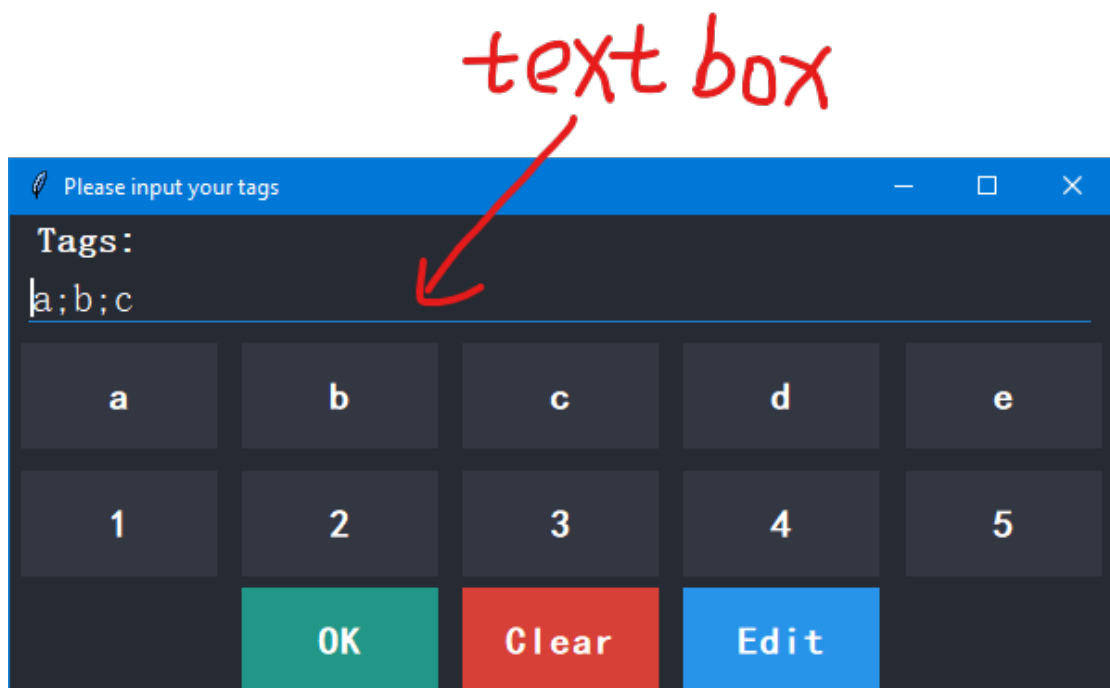


2. Open the target folder, right-click the blank place. And click Tag Folder or press A.



Step 2:

Then you can see the window below.



The text box can show the tags that already exist, and you could click the quick alternative tags

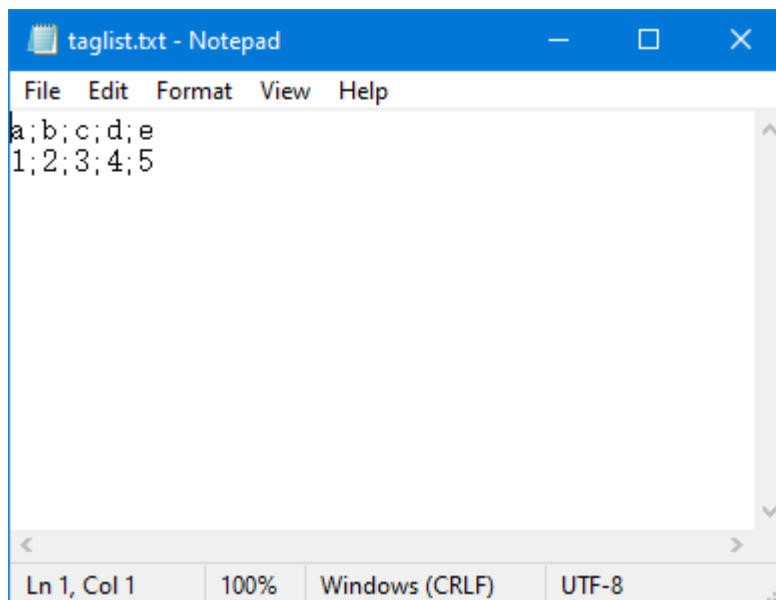
below the text box to add tag or input new tags. You can use commas and semicolons to separate

different tags from your input. You can click the Clear button to clear all the tags. The plug-in can automatic clear duplicate tags and empty tags and sort the tags. When you finish, click the OK button.

Step 3:

You have two ways to edit quick alternative tags.

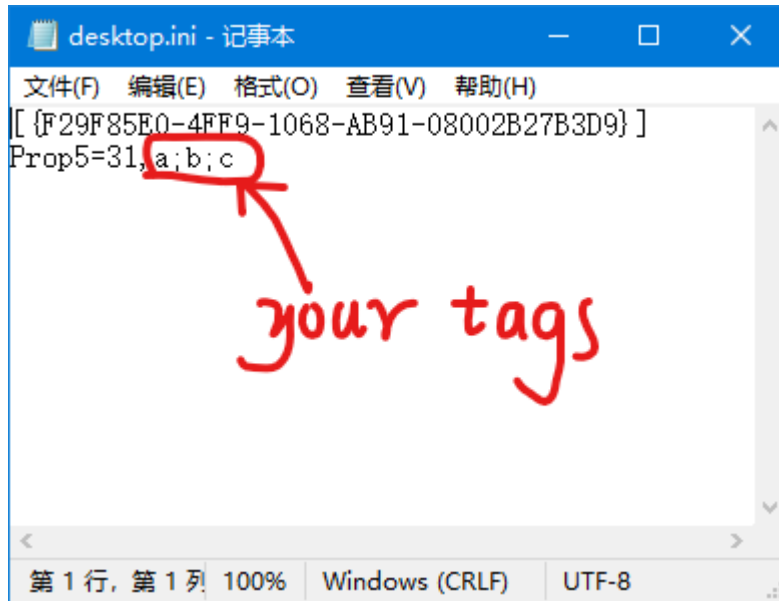
1. Click the Edit button.
2. Go to “tag_folder” folder, open taglist.txt



Edit your quick alternative tags, use semicolons to separate different tags, keep five tags in each row, the number of rows is unlimited. When you finish, save it can close taglist.txt.

Step 4:

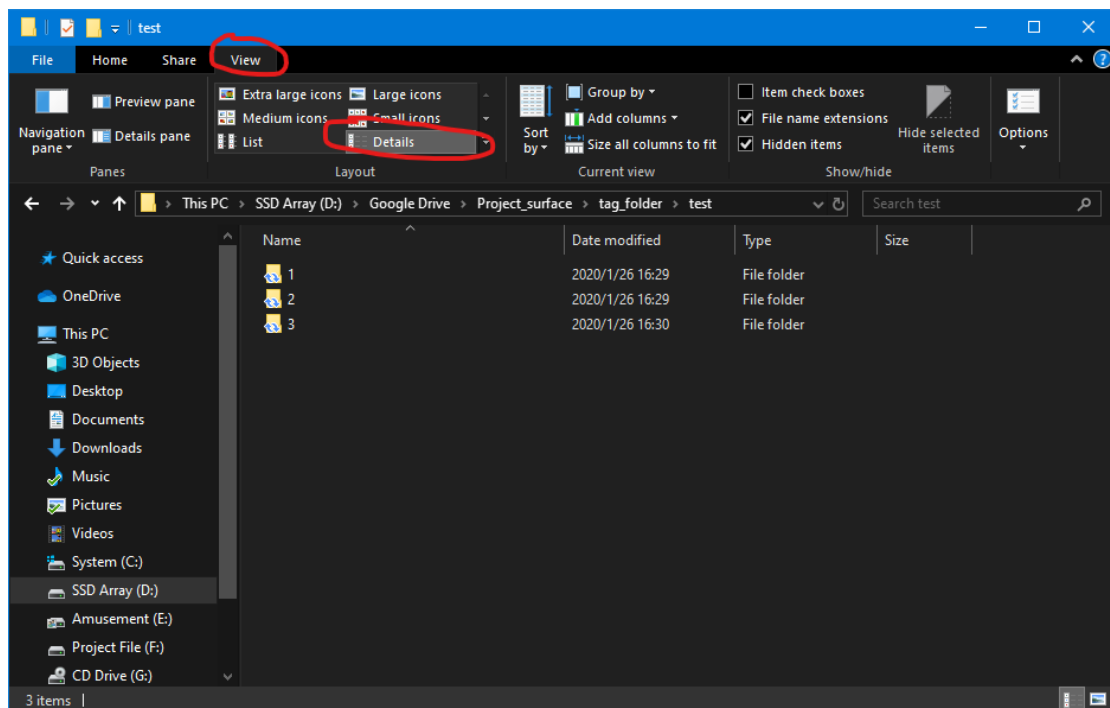
If you see a file name “desktop.ini” in your target folder, open it as notepad, you will see:



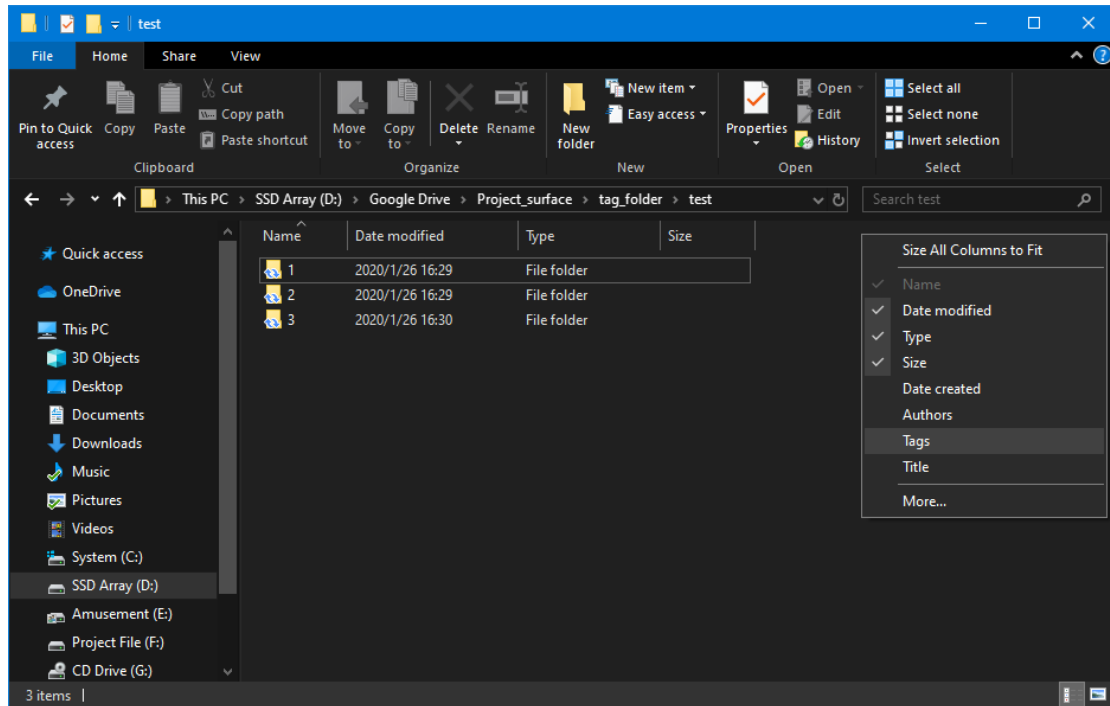
That means your tags have been successfully add in your folder.

3.4 Tag on File Explorer

Select the “View” option on the top menu and select the Details option.



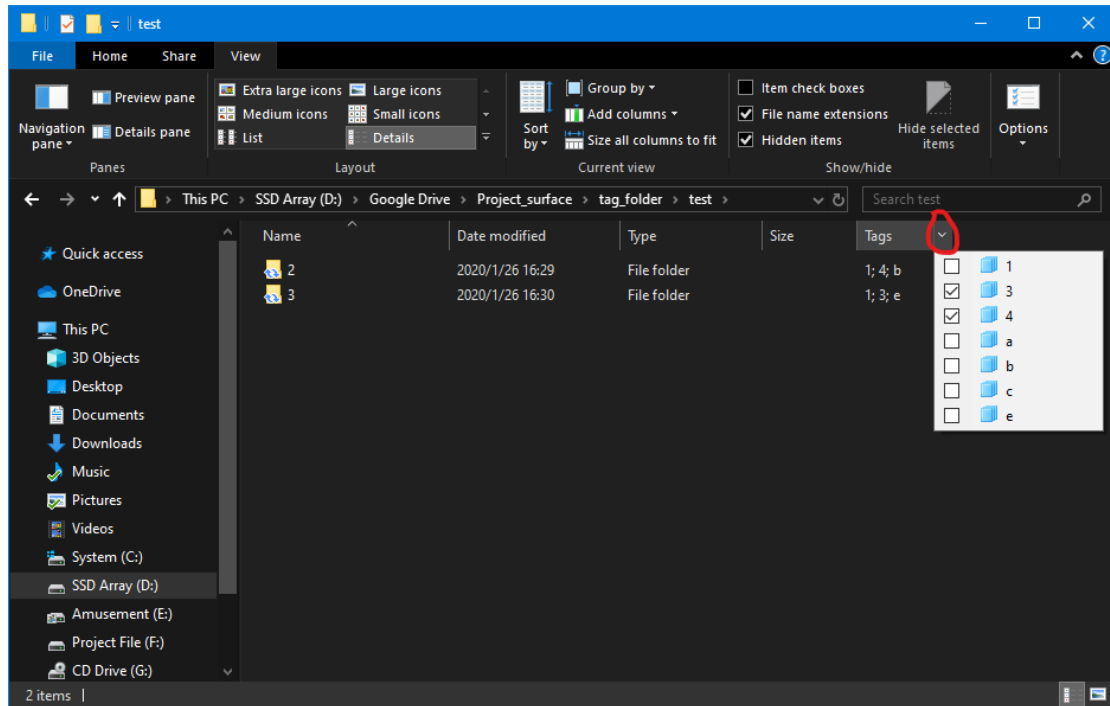
And then Right-click title bar, select “Tags” option.



Then you can see the Tags column is showing up. And you can then adjust the width of each column by sliding the edge of each column in the title bar.

PS: the tags may not show up immediately when you add new tags. In this case, please refresh a few times.

Win10 File Explorer has a function that MAC Finder doesn't have, that is you can click on the "v" button which is at the end of the "Tags" in the title bar to quickly search the file which has one of the selected tags.



You can use search to search files depend on tags. Input the word “tag:” then you can see the text change to blue, and then input the tags you want to search. You can use commas and semicolons to separate different tags from your input. And the File Explorer will show the file have all the tags you input.

