



# How To Use Tags

Searching with Yadle

Version 1.1

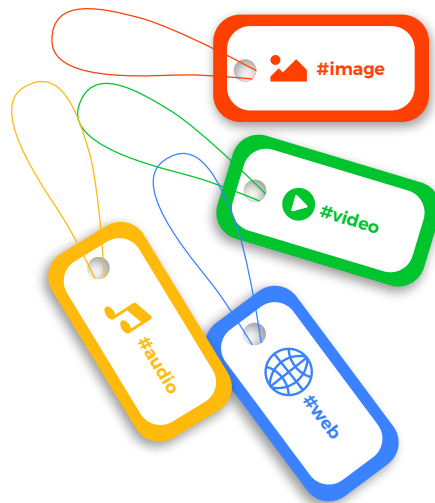
# How To Use Tags

A tag is a label added to a file, either automatically or manually. You can add as many tags to a file as you want. When you tag a file, all duplicates of the file, regardless of filename or location, get the same tag. Tags do not modify your files or change their location.

After indexing your files, Yadle automatically adds category tags to your files. Category tags empower you to find specific file types which you may need for a task or project.

Here is the list of category tags automatically added by Yadle:

#image	#font
#developer	#game
#archive	#system
#disk image	#GIS
#audio	#text
#document	#misc
#backup	#video
#ebook	#layout
#CAD	#VM
#email & fax	#plugin
#compressed	#web
#encoded	#settings
#data	#source code
#executable	#spreadsheet
#database	



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## 1. How to search by tags: **#image** or **#video**

To search for a tag, use **#** before the name of the tag.

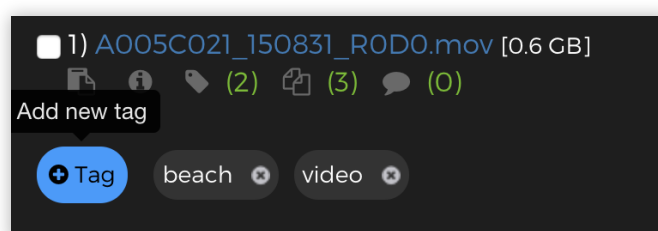
### Examples:

- Searching for **#spreadsheet** returns only results of spreadsheet files including formats such .xls and .xlsx.
- Searching for **#developer** returns only results of files with the developer tag, which may include different file types.

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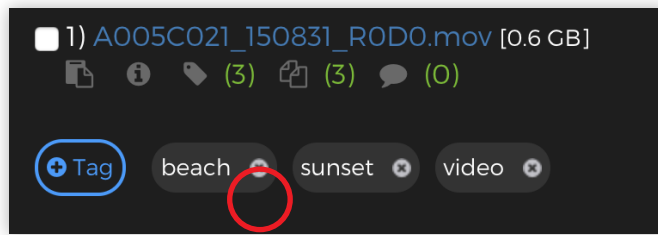
## 2. Adding tags

Adding your own tag(s) allows you to classify files and locate them faster. You can add new tags to a file by clicking on the blue Tag button and entering your tag. You can add multiple tags at the same time, by separating them with commas.



### 3. Deleting tags

To delete tags from a file, click on the small “x” next to the respective tag in the search results page. Category tags like **#image** and **#video** cannot be deleted.



### 4. Uses for tags

Tags help you and other users in your organization find files and do things with them faster. At the same time, tags categorize files without changing their location, allowing you and others to better manage your entire file ecosystem without having to copy or move files around.

Other users in your organization can see the tags you've added to files, just as you can see the tags they have added.

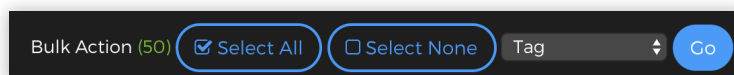
The advantage of searching with tags over searching with terms is that you and other users can add tags to any file regardless of its location without changing its name. In this way, you can easily label and categorize different files in different locations, and quickly find them.

#### Examples:

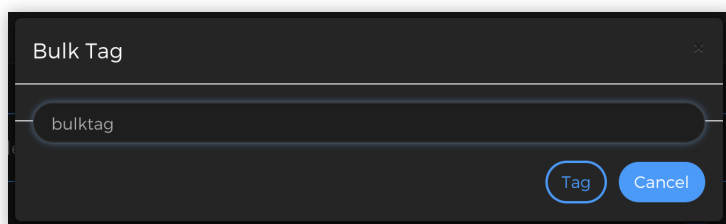
- Tagging certain files as **important** enables you to more easily find them by searching for **#important**.
- Applying the tag **report** to report files across different online storage accounts, devices, and servers enables you to see them at a glance when you search for the tag **#report**.
- Search for **#video business seminar** shows up videos relevant to the search terms **business** and **seminar**.
- Searching for **#image meeting** helps you find all images relevant to the term **meeting**.
- Tagging certain files with the tag **CTO** will allow the CTO to find all those files by searching for **#CTO**.

### 5. Bulk tagging/untagging

Bulk **tagging** helps you tag a large number of files faster. You can manually select multiple files by selecting the check boxes next to every file in the search results page. You can also use the Select All Bulk Action button to **select all** search results on the current page.



From the drop-down action menu choose **Tag** and then click **Go**. A Bulk Tag window will appear that enables you to enter multiple tags separated by commas. Simply enter your tags, without the **#** sign before them.



You can also **untag** files in bulk. After selecting the files you want to untag, choose **UnTag** from the dropdown menu and enter in the pop-up window the tags you want to remove. When you're done, press untag.