

How to manage files by tag on Windows 10

To manage and access folders quickly, as well as files on Windows 10, users can install FileTag applications.

In order to search and access content quickly, we normally tag it. On Windows 10, the FileTag application will help you categorize folders and files in different categories, helping to find and access content faster on the application interface.

The user will name the tags to categorize and put the computer folders and files into the same tag to manage on FileTag. To search for tagged content, the FileTag application provides a variety of search methods. The following article will guide you how to tag on Windows 10 using FileTag.

1. Tips for finding files using Cortana on Windows 10
2. How to set up safe search on Cortana Windows 10
3. How to turn on suggestions for finding files on Windows 10

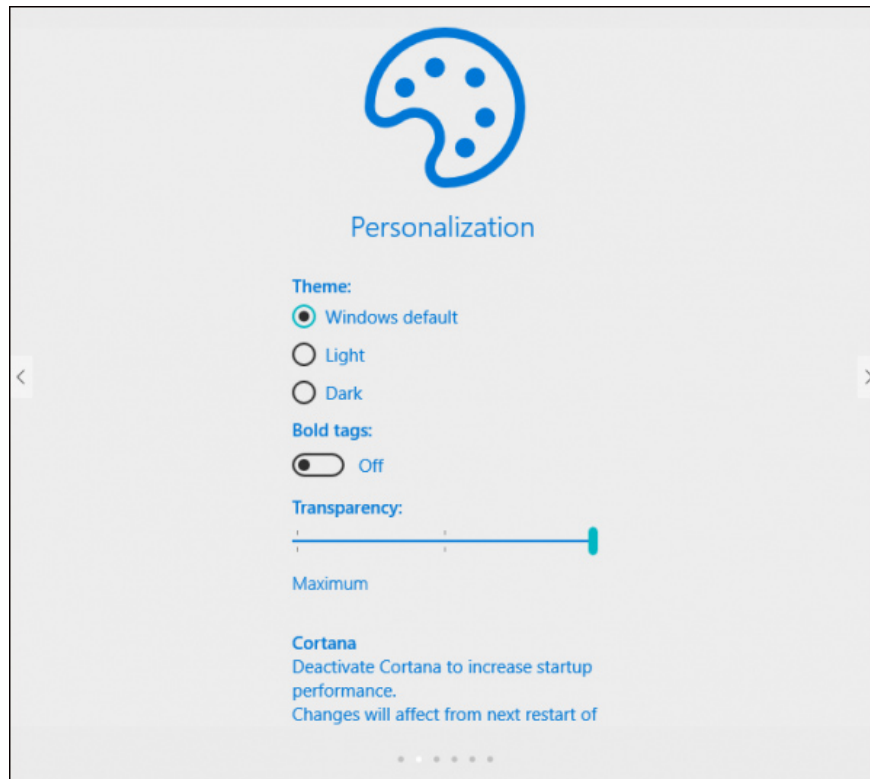
Instructions for using FileTag on Windows 10

Step 1:

Click on the link below to install FileTag application on your computer.

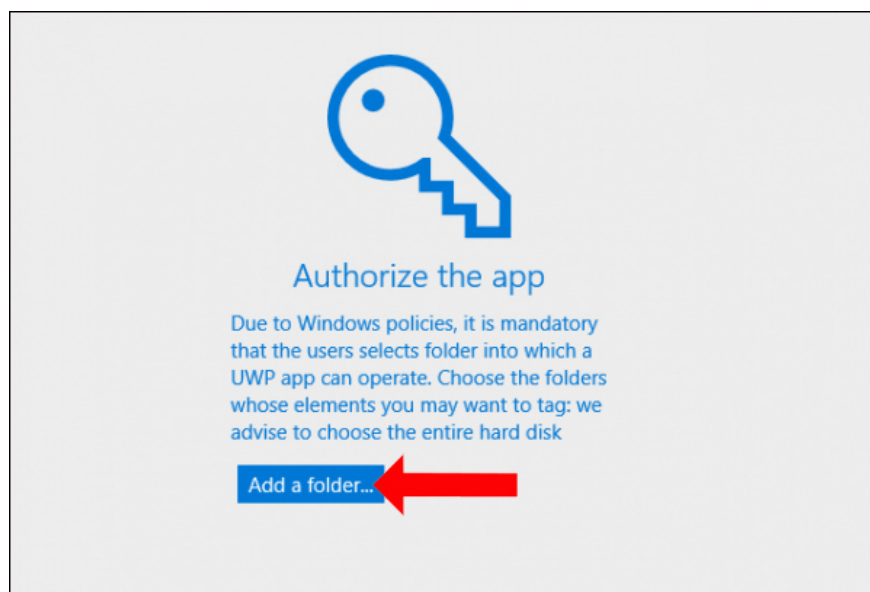
1. Download the Windows 10 FileTag application

In the interface of the application click **Go to setting page** to set tagging applications. **Personalization** section to adjust the interface of the application. You can adjust the theme, highlight tags at Blod tags, adjust transparency in Transparency bar, quickly open the application with Cortana.



Step 2:

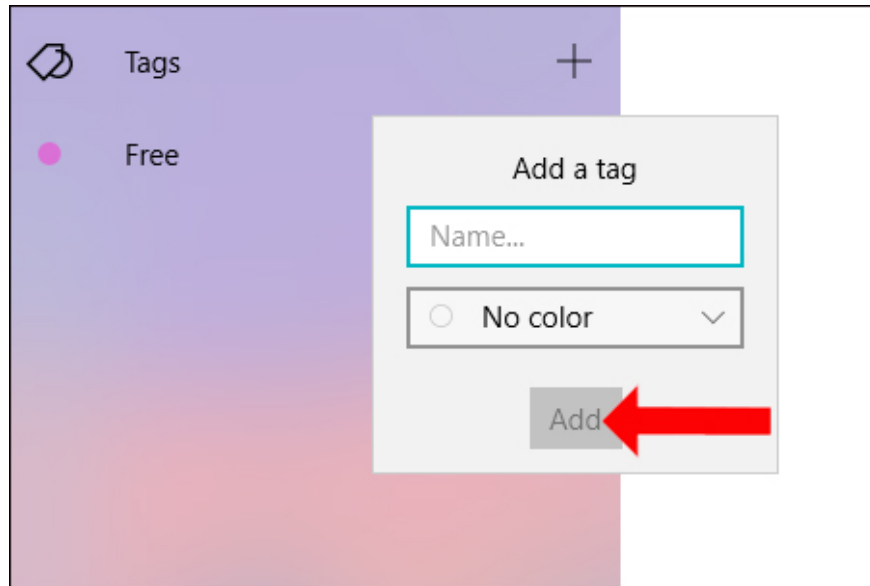
Next to setting up **Authorize the app** , click **Add a folder** to authorize the application to access folders and files on the computer.



Step 3:

Back to the main interface of the application, click **the plus icon** in the menu bar to the left of the interface to create a tag. Enter a name for the tag in the Name box and choose a color for the tag below. Users will create a tag with 5 files or folders saved to it.

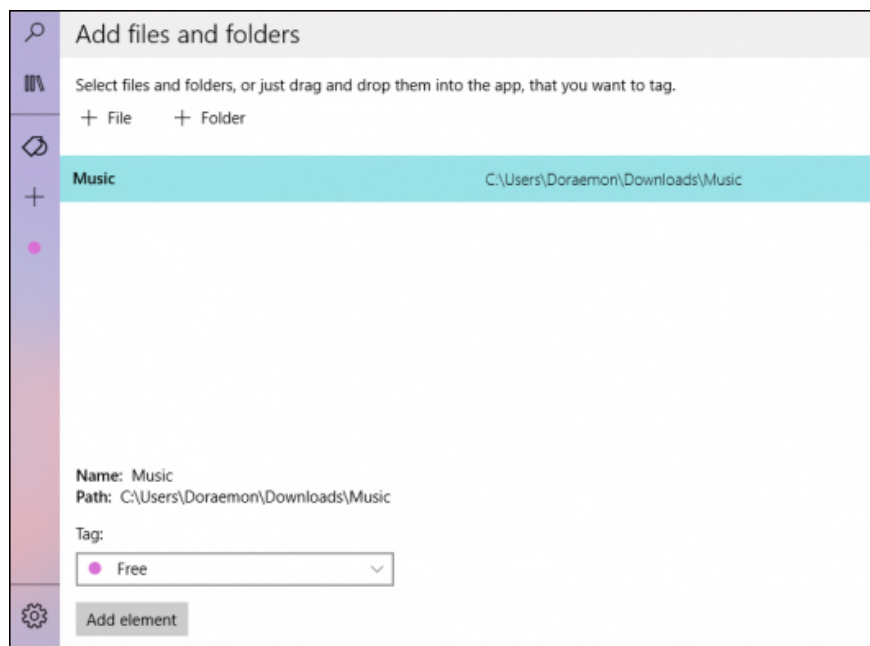
Finally click **the Add button** to save the newly created tag.



Step 4:

Click on **the Add elements plus icon** at the top right corner to add content to the tag. Click File or Folder to add content, or drag content to the FileTag interface.

To transfer content to a tag, click the tag and then click Add element. So you have created tags for the content on the computer to easily search when needed.

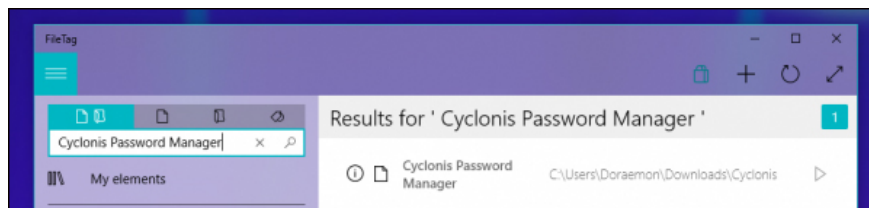


Step 5:

To search for content by tag, click **the magnifying glass icon** in the left menu bar. Then enter the name or folder to search into the horizontal bar.

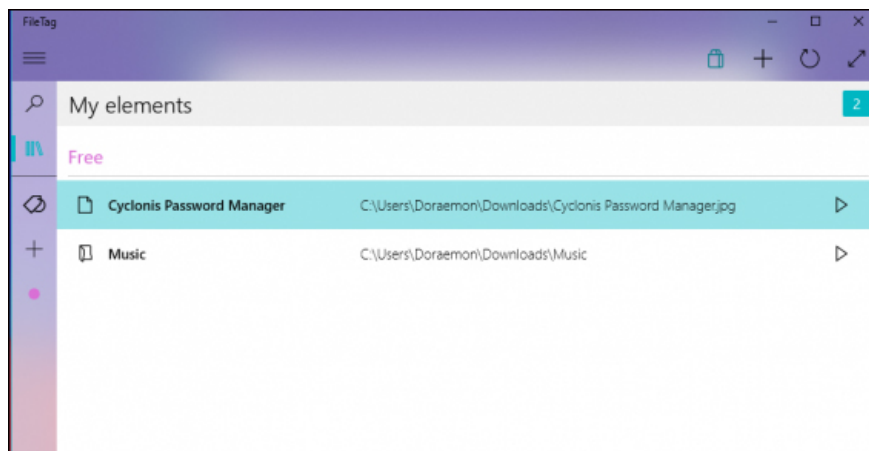
The result will be displayed next to it, double click to access the content. Note to open content that needs to be granted to the application to be used.

In case we want to set the search to only files, folders or tags, click on the icon buttons on the search box in the left menu bar.

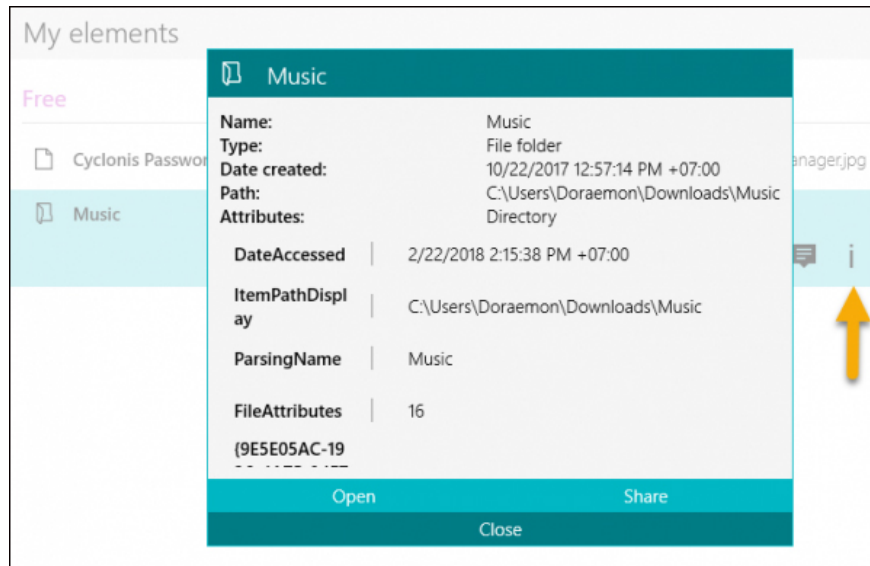


Step 6:

To search by tagged content, click **My elements** in the left menu bar. You will then see the tags created to search for content.

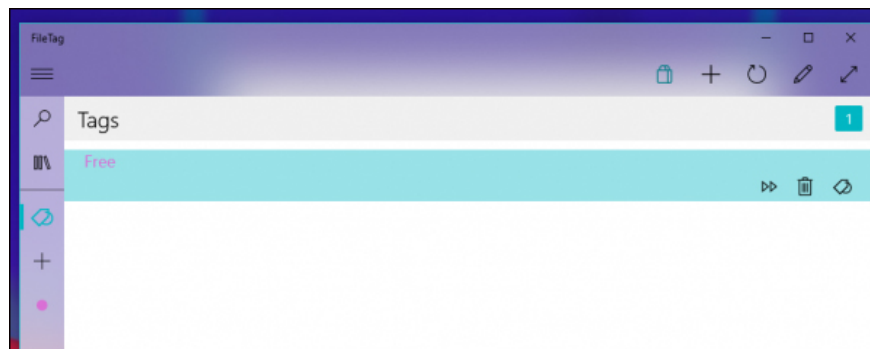


Clicking on each content will display information about the content.

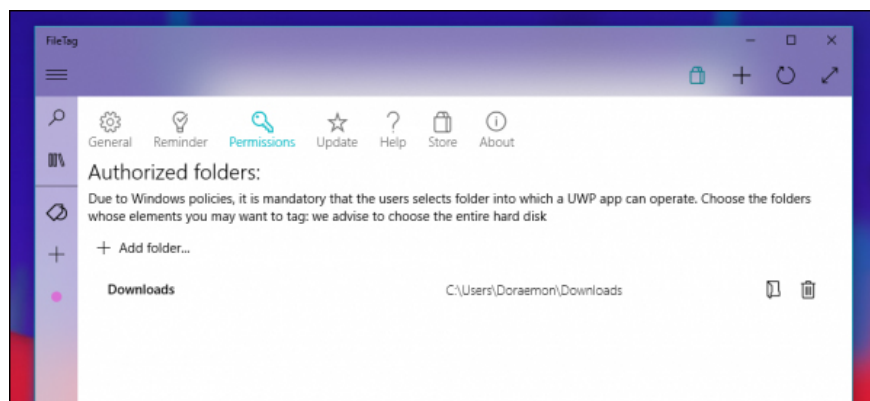


Step 7:

To **search by tag name** just click on the color of the tag you set earlier to open the file, folder.

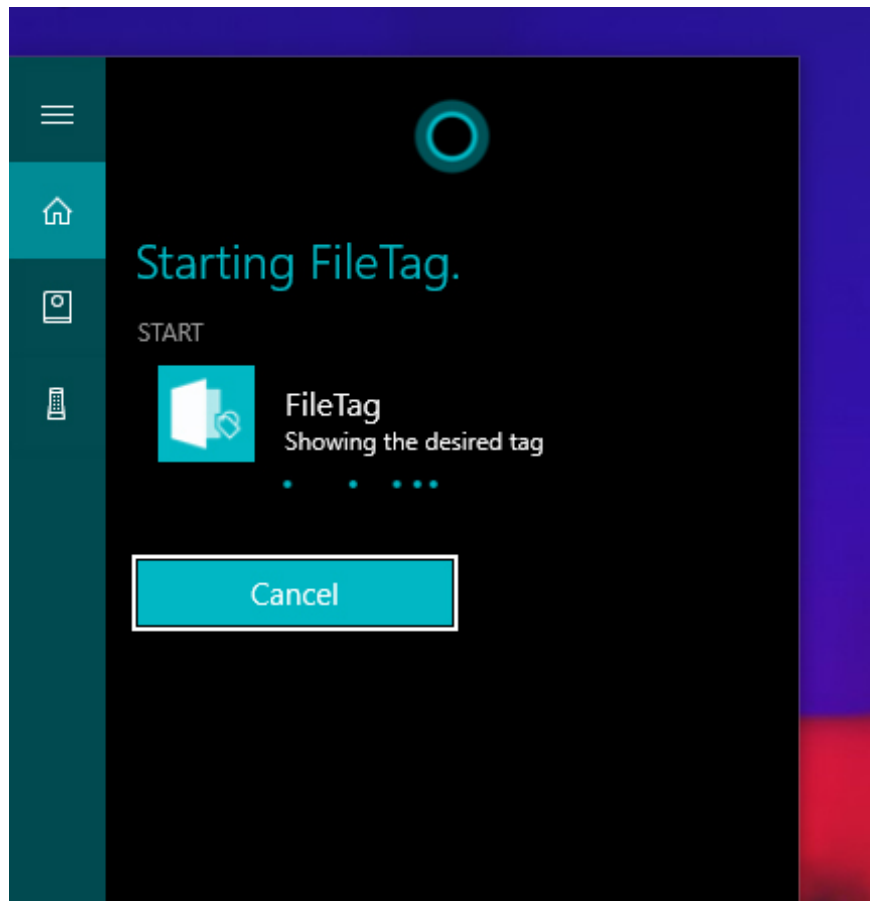


If you want to **change the name and color for the tag**, click on **the tag icon** and click on the tag you want to change. Click on **the pen icon** above. Also in the tag content will see the folder or content in the tag. Click the trash icon to delete content added to the tag.



Step 8:

If users previously set up to use FileTag application with Cortana, they can quickly open the tag with FileTag, go to tag 'tag name' or FileTag, search 'tag name'.



Managing folders and files on Windows 10 has become faster and easier with the FileTag application. The content and data are categorized by tags with the user-selected colors.

See more:

1. How to fix an unreadable, inactive Search Windows 10 error
2. How to fix a thumb image error is not displayed on File Explorer Windows 10
3. How to manage tabbed data on Windows 10

I wish you all success!

You finished reading the article "**How to manage files by tag on Windows 10**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.