FINDER TAGS (new in Mavericks 10.9)

Assigning Tags
Creating Keywords on Tags
To Untag/Delete Tag from Files/Folders
Creating New Tags - Assign Keywords & Colors

You can assign one or more colored labels/TAGS to your files and folders as well as keywords. Each colored TAG carries a keyword of your choice.

Colored labels are all well and good, but keywords are where the power lies.

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Tags

To use Tags for organization of files or folders — choosing a color & adding a keyword…

1.   Finder Menu Bar > Preferences > Tags tab

• checkmark the colored tags that are to show (be accessible) in a Finder Window Sidebar

• in this same little window, drag/drop any colored tags to the lower area of this window if they are not already there — this will insure they are in the proper place if you wish to later remove a tag from a file…

2.   There are numerous ways of adding keywords to tags and then adding that tag to a file or folder…

3. To Rename/Assign Keyword: With tags showing in the left Sidebar of a Finder Window, right click (control click) a color and choose "rename" — for example, rename the red tag to "Important"

4. Now add/assign this tag to a file or folder — several ways

• tag new file with this newly created tag during original Save OR

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- drag/drop files/folders on top of the tags that appear in a Finder window's sidebar.

- right click (control click) an existing file or folder & choose the named tag from the contextual menu

- use "Edit Tags" in Finder Window Toolbar to assign a tag to selected file/folder

- select a file/folder in a Finder Window, click on the Finder's File menu, and choose a tag

- tag a file as you work: if the file is open, hover cursor to right of title, click arrow, click tag field. Type new tag or choose from list

- control-click (right-click) on a file or folder listing or icon and choose a tag from the resulting menu.

5. To remove a tag from a file/folder — right click file or folder, mouse over the color in lower part of window, and observe the "remove tag" message, with cursor on that specific tag, click to delete the color/keyword from that flle (the color needs to be showing in the contextual menu to allow removal)

But how are these worthwhile organizational tools? Open a Finder Window and on the left Sidebar, observe Tags, the keyword and color you have assigned. With one click on a tag, the next column (in column view) fills with files or folders you have tagged with that keyword/color.

SO, IF YOU WISH TO USE TAGS, PICK ONE OF THE WAYS AND GO TO IT!!!

6. Use Finder Window Sidebar tag colors to show everything tagged with a particular color/keyword…