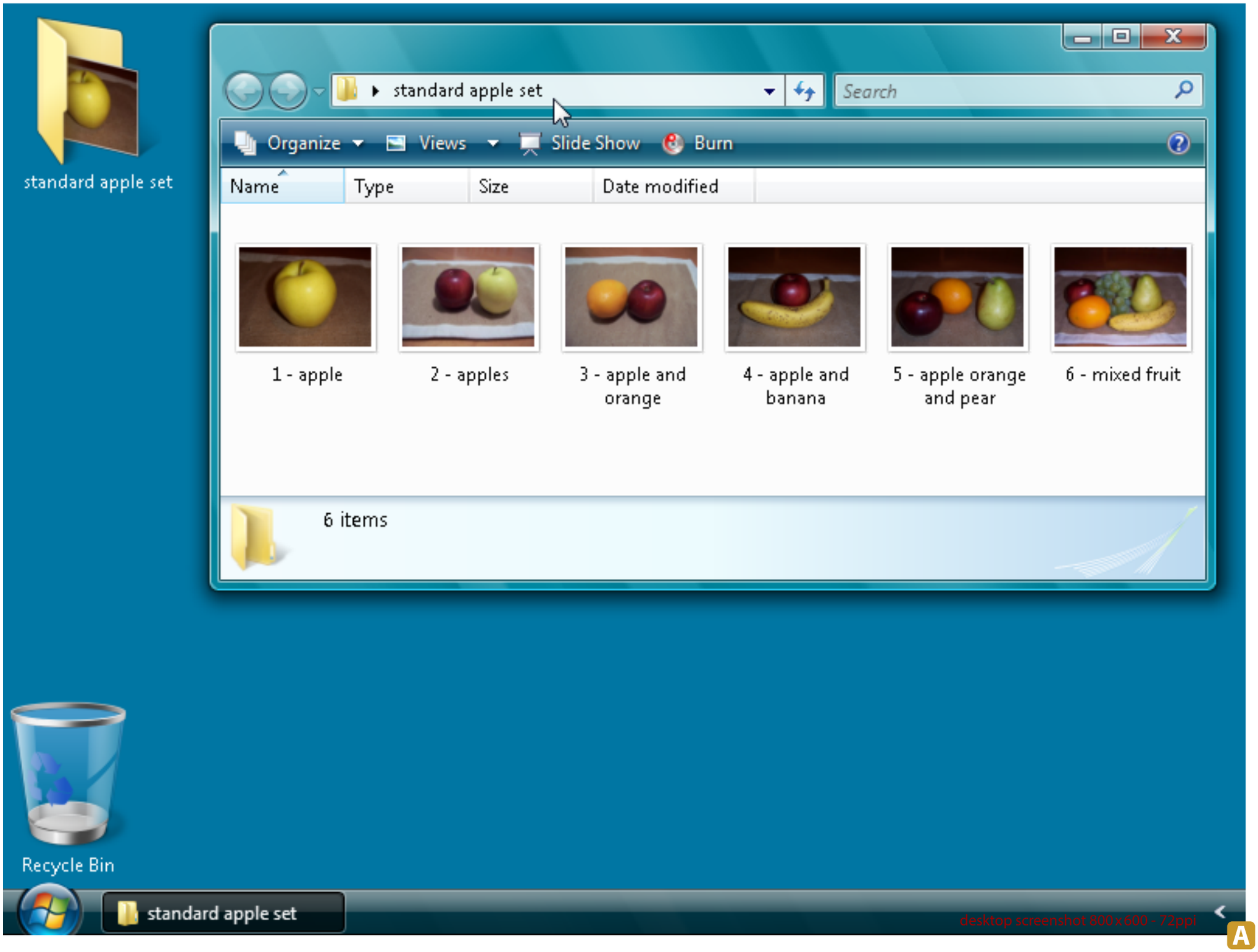


READER'S NOTE

The screenshot at left ("SCREENSHOT A") shows the basic workspace setup for this review. Namely, a folder containing six photo files on a Microsoft Windows Vista OS desktop.

A Here's some other settings:

- **Folder view**: large icons
- **Folder layout**: details pane only (no preview pane; no navigation pane; no menu bar)
- **File extensions**: hidden (e.g., file name is displayed as "6 - mixed fruit" and not as "6 - mixed fruit.jpg")
- **Screen resolution**: 800 x 600

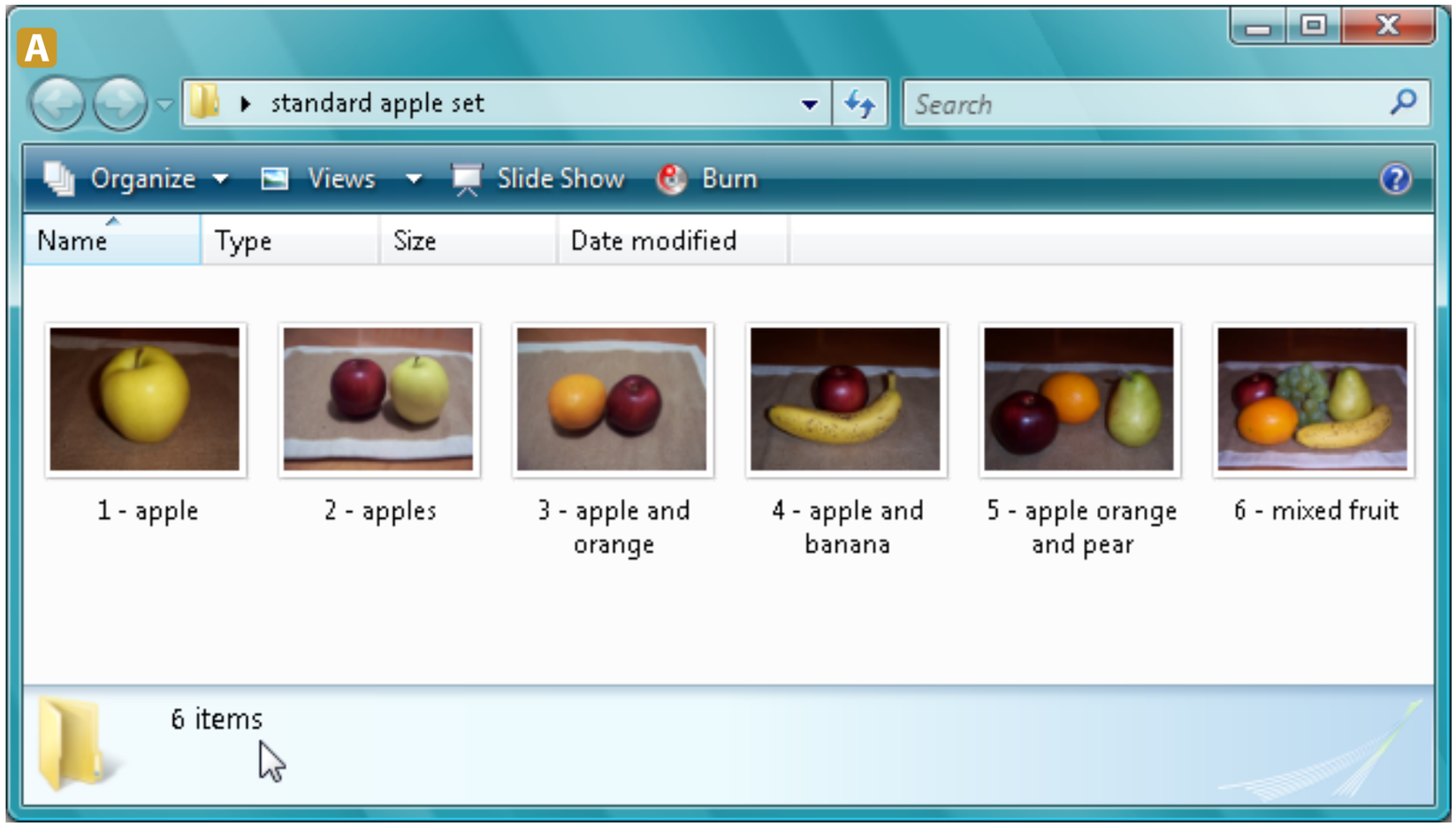
B Below screenshot shows same desktop with closed "standard apple set" folder.

desktop screenshot
800 x 600 - 400ppi

TIP Use PDF **zoom tools** for "closer" look.

Tags, Tagging and Tag Search

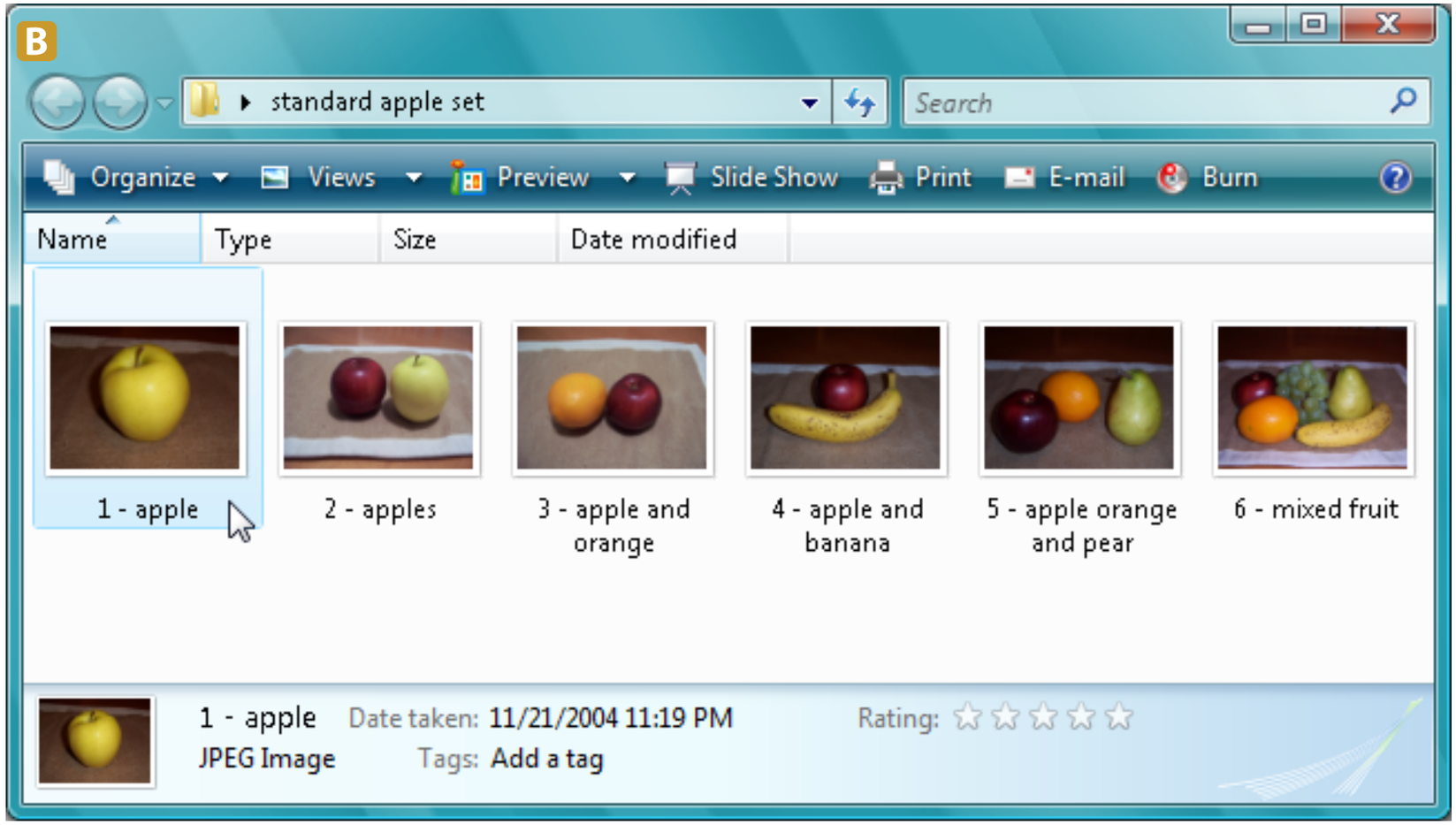
A BACK-TO-BASICS DIGITAL WORK STYLE REVIEW



There are several ways to tag files in the Windows Vista operating system. In this probe we'll examine how it's done via the folder DETAILS PANE.

Note: folder window details panes are **CONTEXT-SENSITIVE** (what's *displayed* depends on what's *selected*).

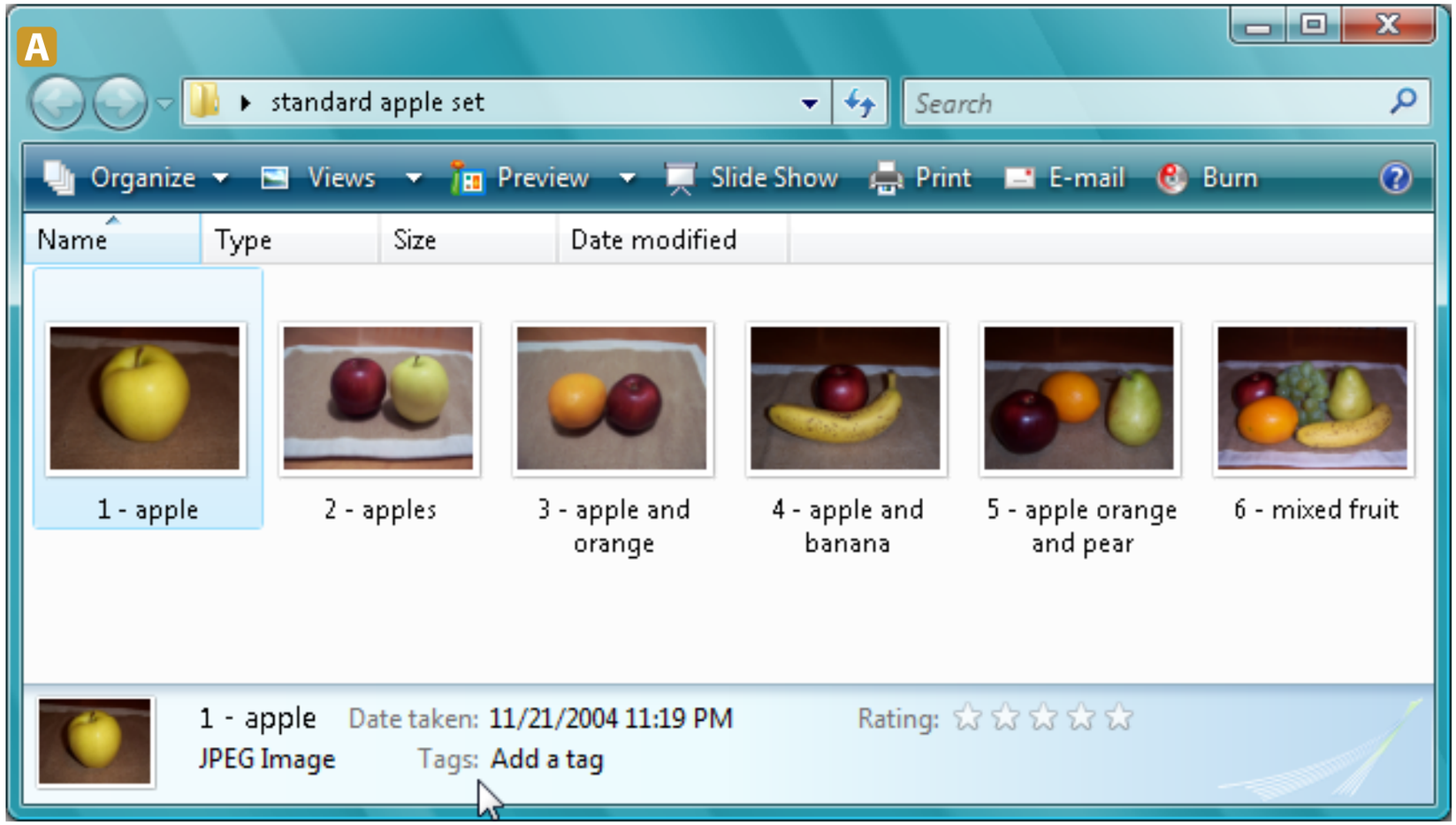
A With **no files selected**, the details pane displays the number of items (files and folders) in the folder.



B The details pane with **one untagged file selected** (namely, the "1 - apple.jpg" file).

The folder **toolbar** is also **context-sensitive**.

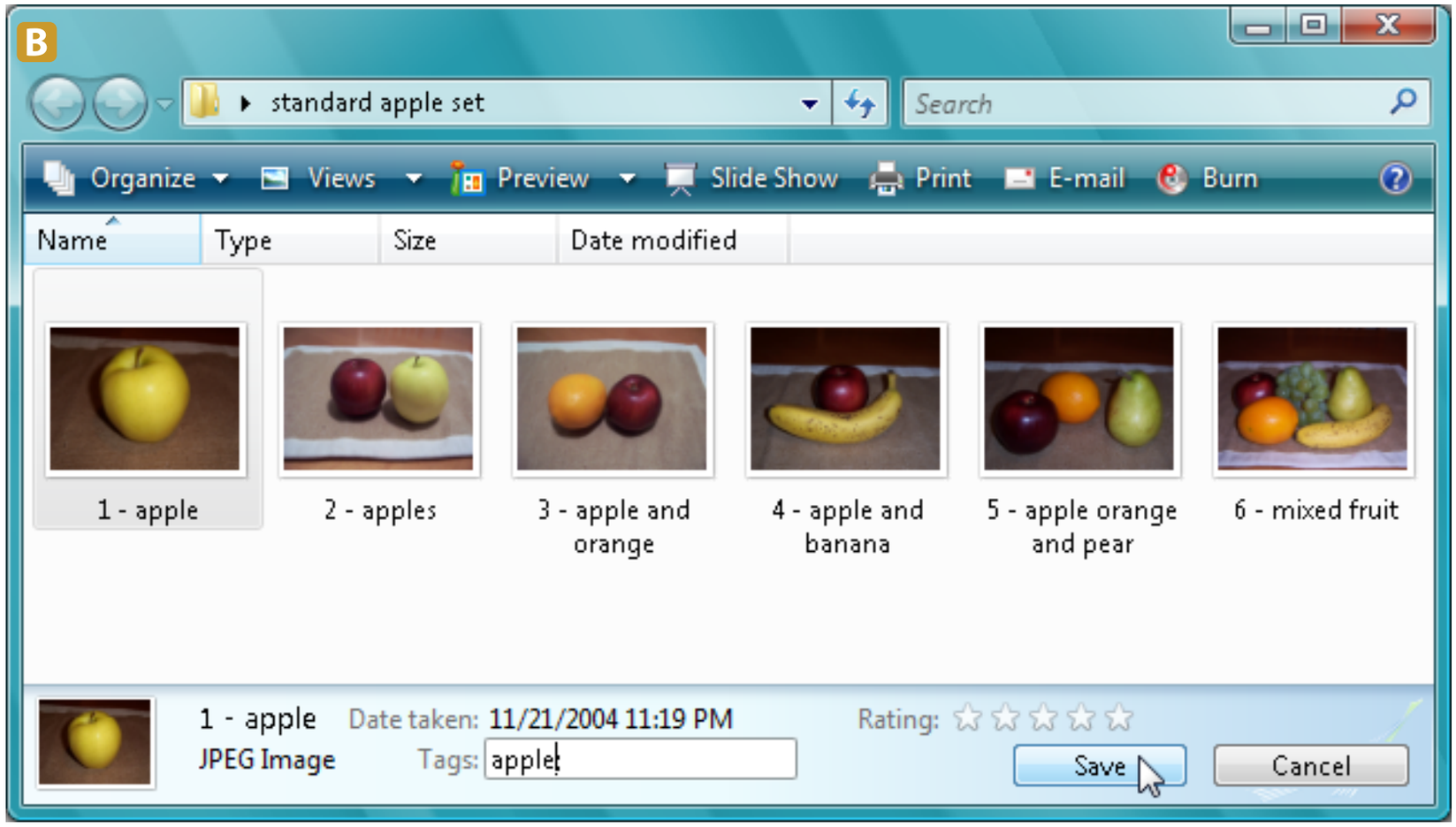
In these examples, when a file is selected the "Preview," "Print," and "Email" toolbar icons and labels are displayed (along with the "Organize," "Views," "Slideshow," and "Burn" icons/labels).



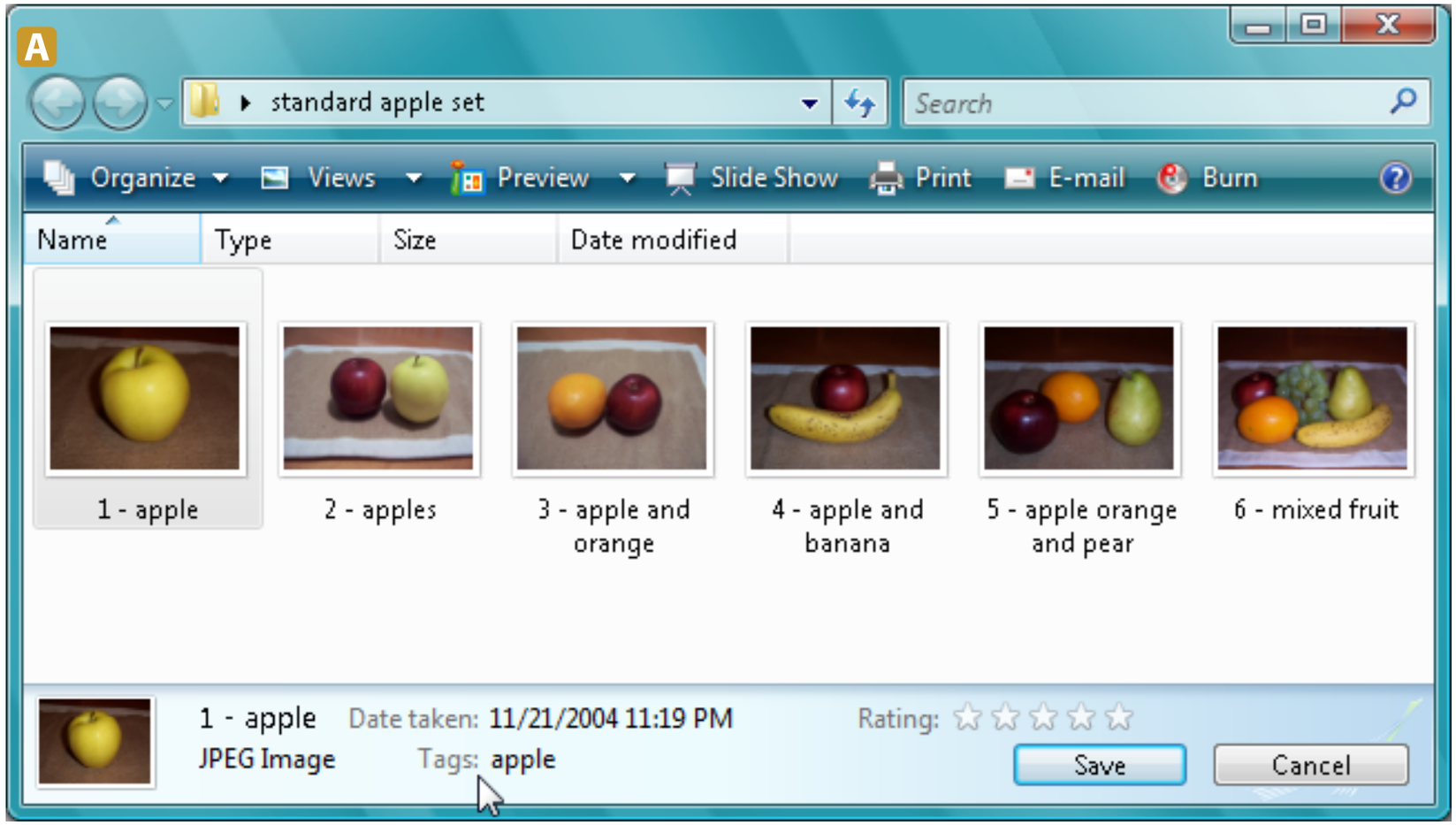
Okay, ready to start tagging?!

Let's add the tag *apple* to the "1 - apple.jpg" file ...*But how?*

Just do this:
1) select file
2) click in the "add a tag" text box
3) type tag name ("apple")
4) save your work. (**Save** and **Cancel** buttons will appear when you click in the tag text box .)



SUPER-IMPORTANT REMINDER:
Be sure to **SAVE** your changes by clicking on the SAVE BUTTON. Otherwise, all your hard work of selecting the file, clicking in the tag text box and typing the tag name will be for nought!

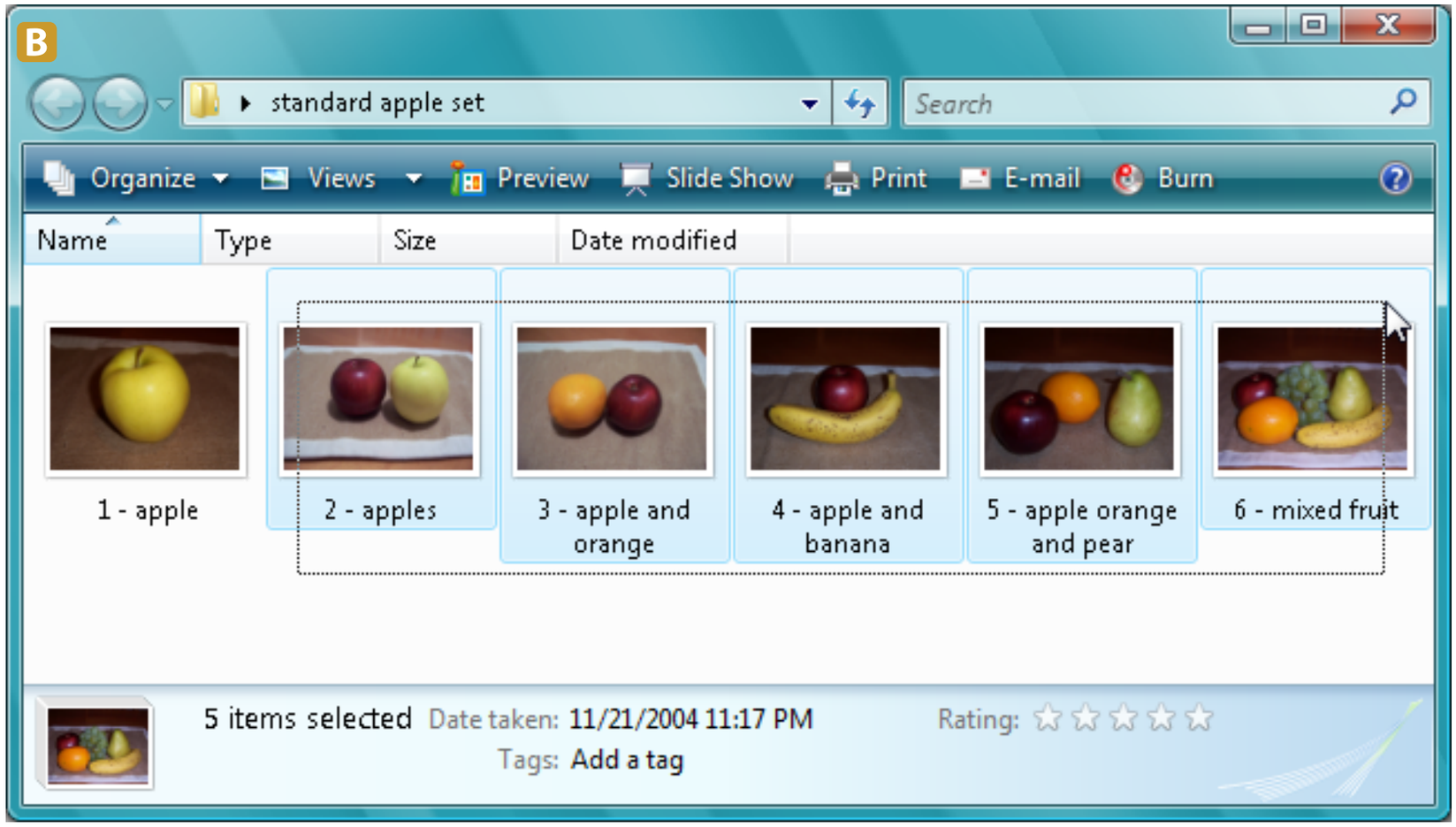


A We did it! We successfully tagged our first file. (Congratulations all around!)

Now let's do the same to the other five apple photo files.

We can use that same method for each file. For example, we can add the *apple* tag to the "2 - apples.jpg" file, then do the same to "3 - apple and orange.jpg" file, and so on.

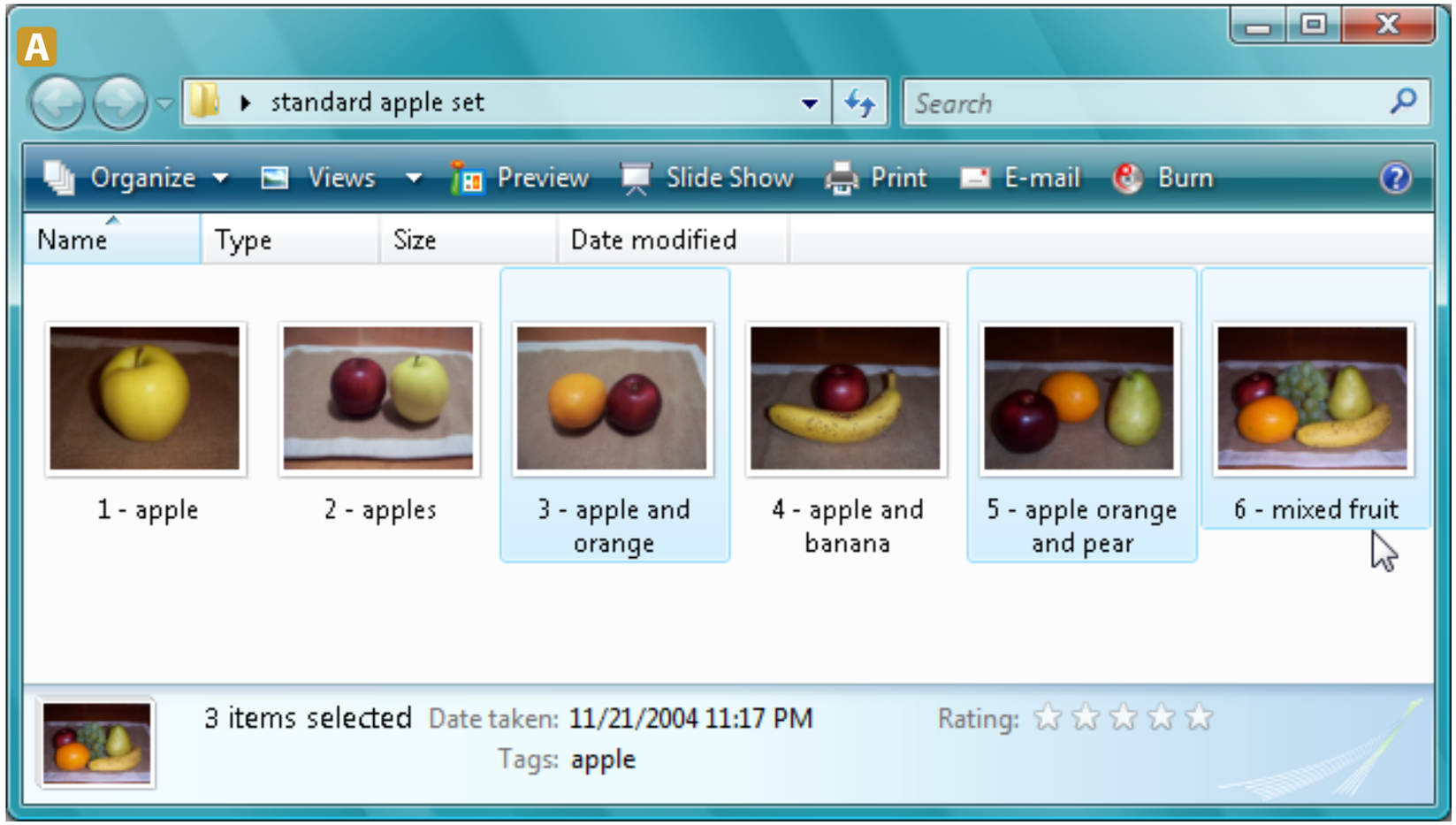
An alternative (and recommended) way is to select multiple files and tag the selections all at once.

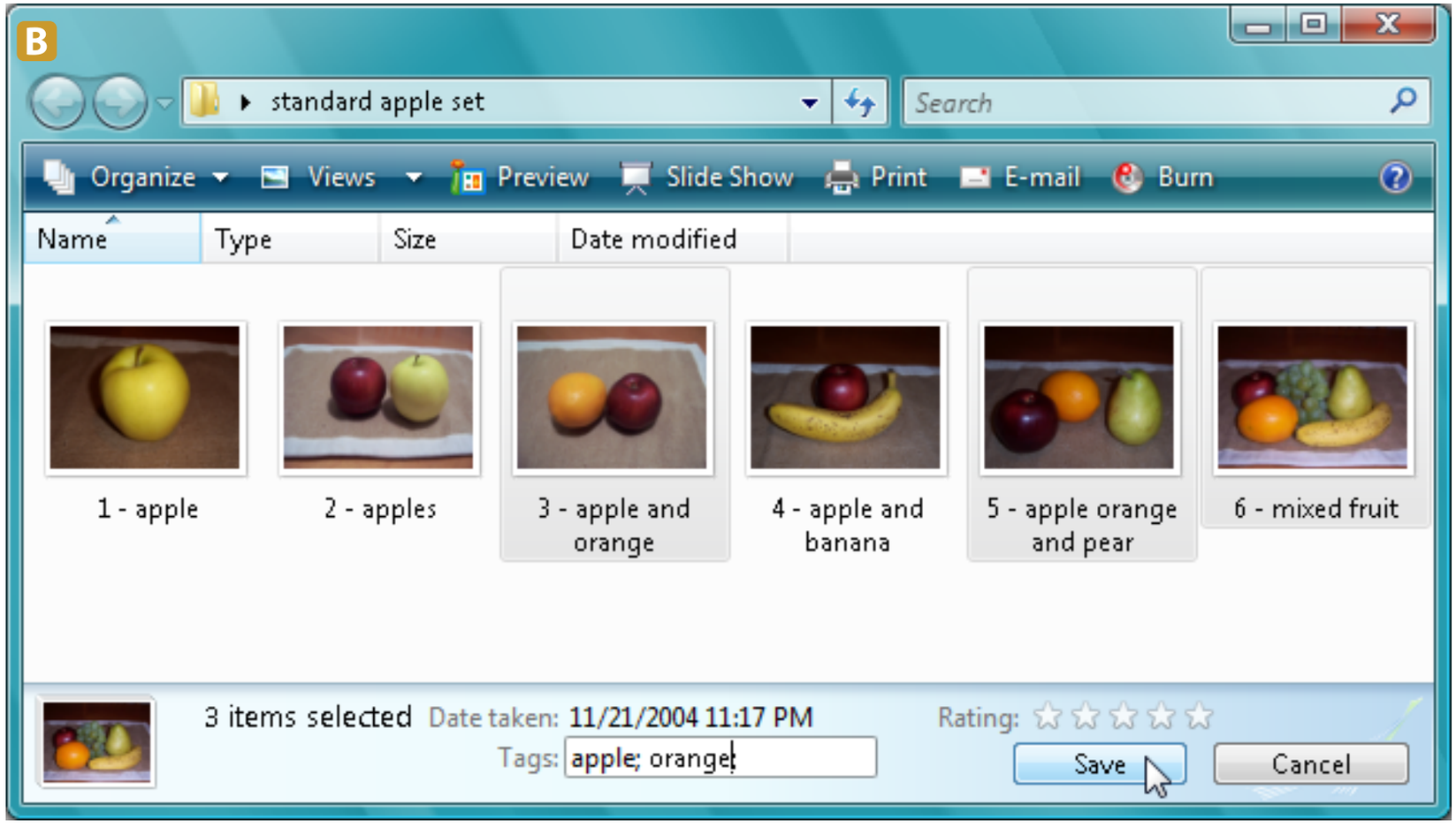


B Multiple file selection via dragging the mouse cursor over multiple files method. (Click and HOLD down left mouse button, drag cursor over files, release left mouse button.)

QUICK QUESTIONS

How else can you select multiple files? ...What's the difference between SHIFT-click and CONTROL-click? ...What are two quick ways to select ALL the items in a folder at once?





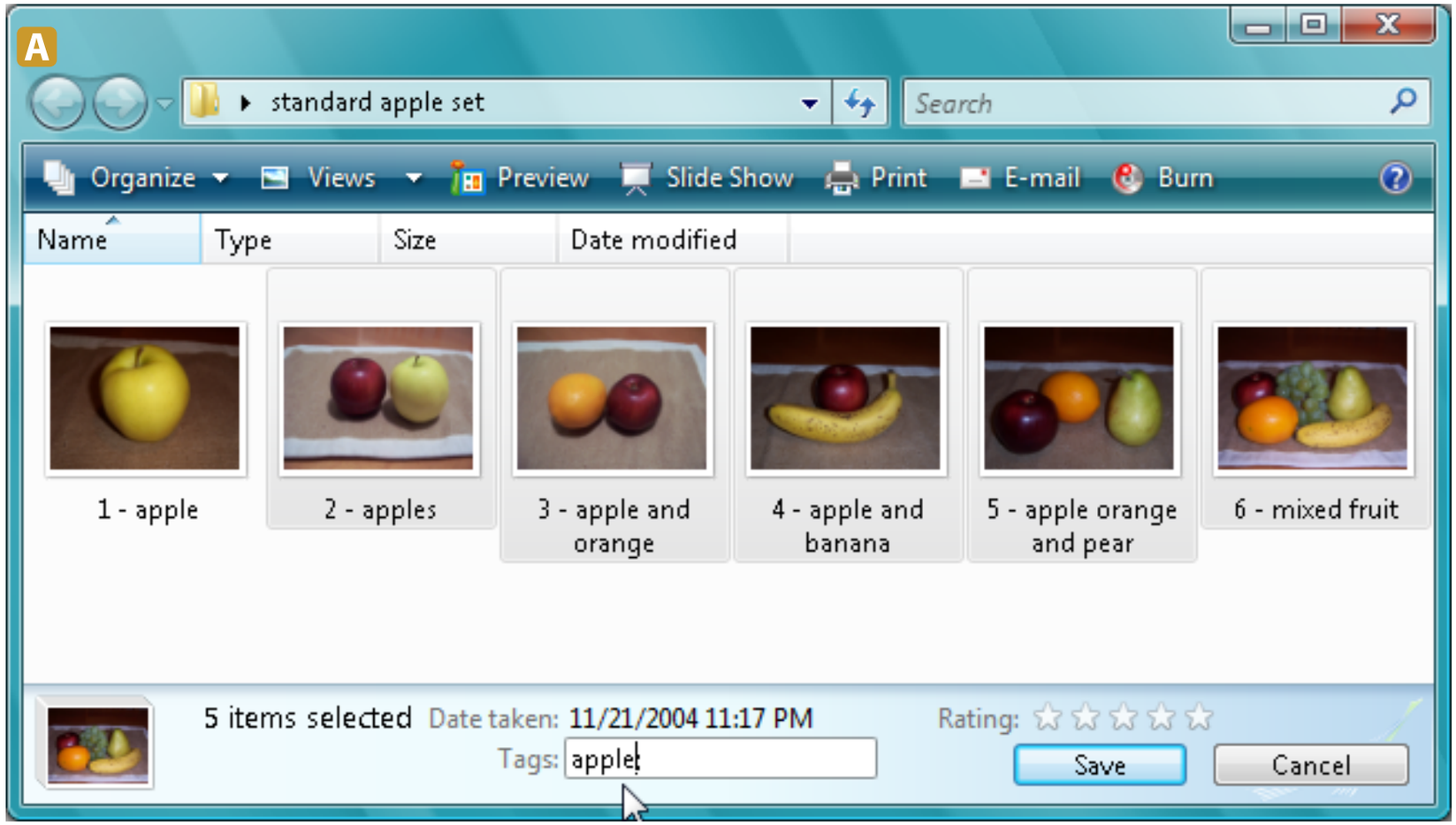
A Next let's add an *orange* tag to the three photo files with oranges in them. But this is a bit trickier than before: files 3, 5 and 6 f aren't all side-by-side. So we can't just drag our cursor over the discontiguous files. Instead lets use the good old CONTROL-click method. ...DONE!

B Okay, with the three orange-containing files selected, *orange* typed in the tag text box, and our mouse positioned to click on the **Save** button, we're almost there!

Btw, anyone have any ideas for a good, descriptive, easy-to-remember tag for the two files with a banana?

Windows Interface Note

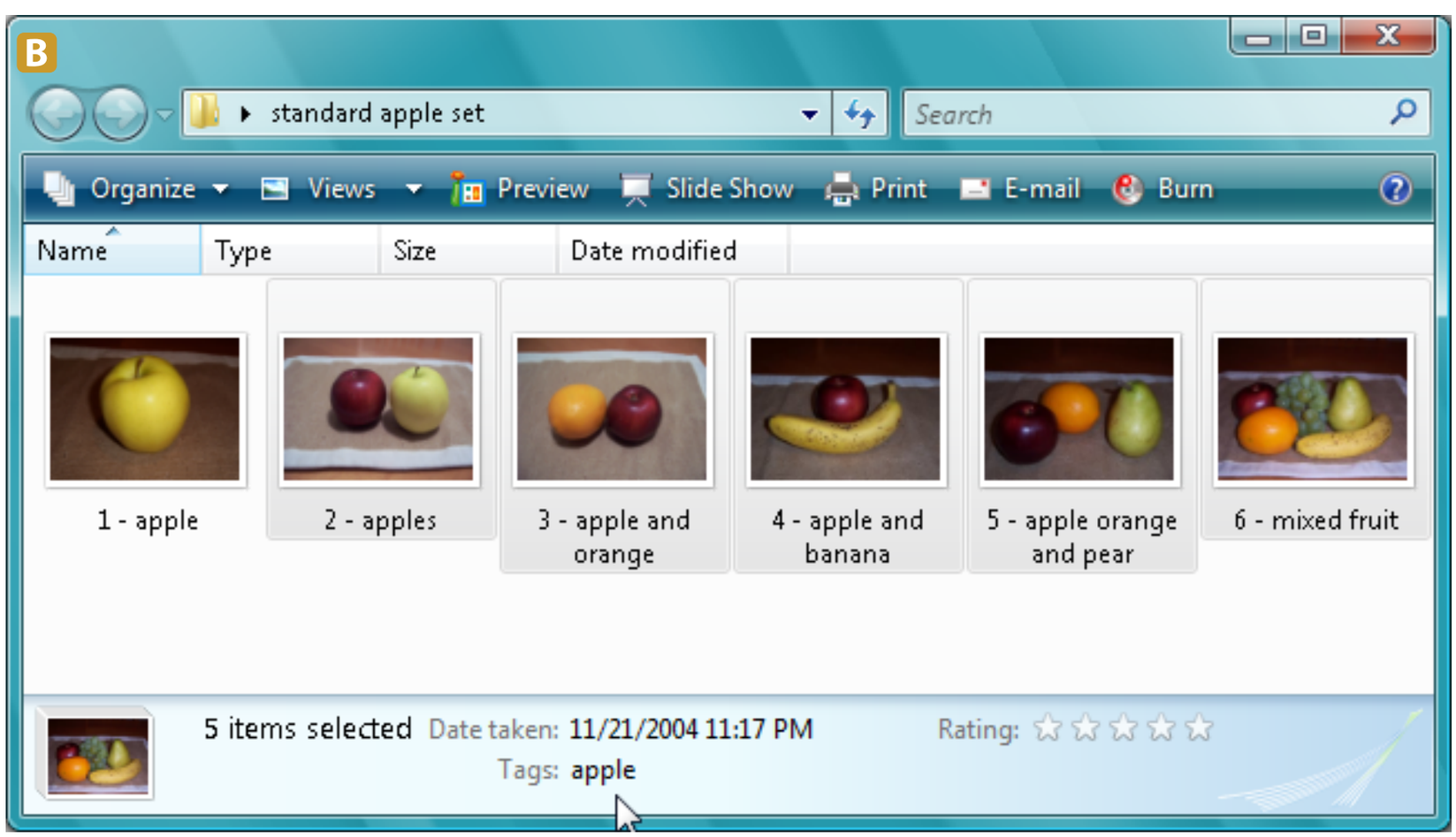
In Windows Vista, when you select an item(s), and then click in the details pane, *the selection highlight color changes.* (In these sample screenshots, the highlight color changes from light blue to light gray).



A Adding a tag to multiple files is just like adding a tag to a single file.

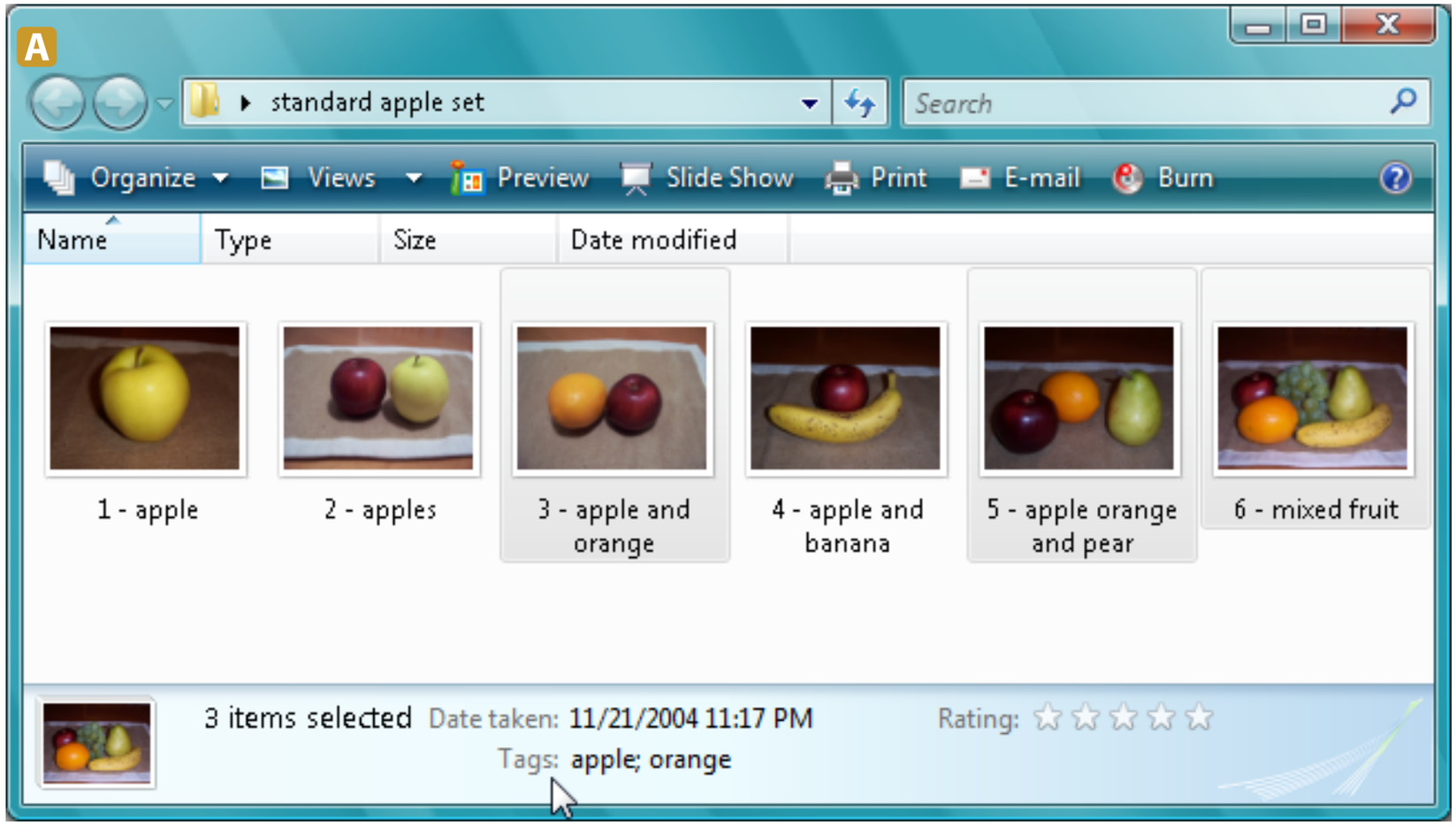
Again:

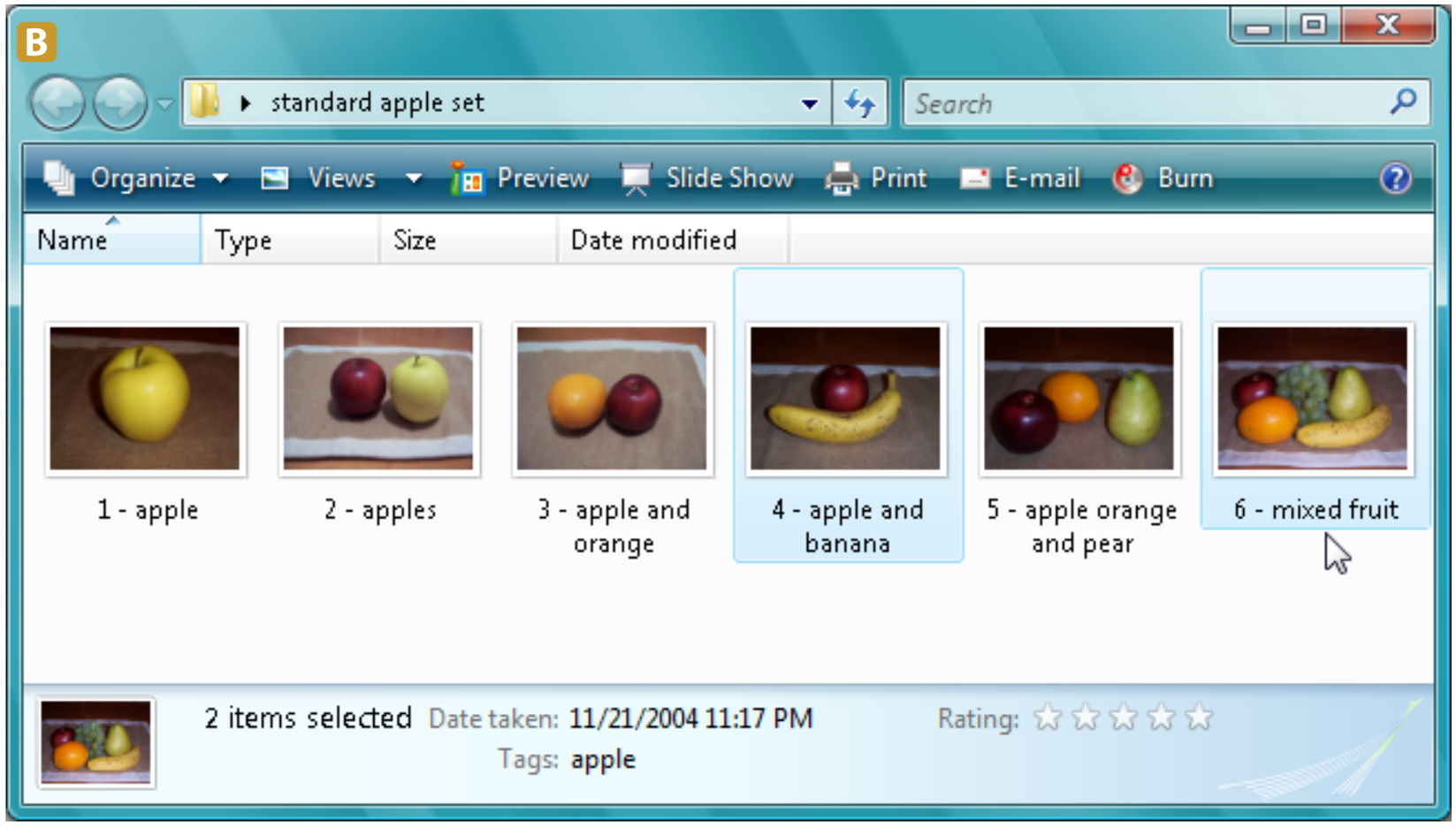
1) select the file(s)
2) click in the "add a tag" text box
3) type tag name (*apple*) in tag text box
4) save added tag .



B Folder details pane tag info shows tags common to all selected files.

*Btw, what are those familiar-looking **five white stars** doing in the details pane? What can they possibly mean? How do they work? What would happen if we clicked on one? Should we try? (Anyone feeling daring?)*





A The details pane shows we successfully added the *orange* tag to the three previously *apple* tagged files. ...Let's move on to those banana files.

B Files 4 and 6 are selected and ready to be tagged *banana*.

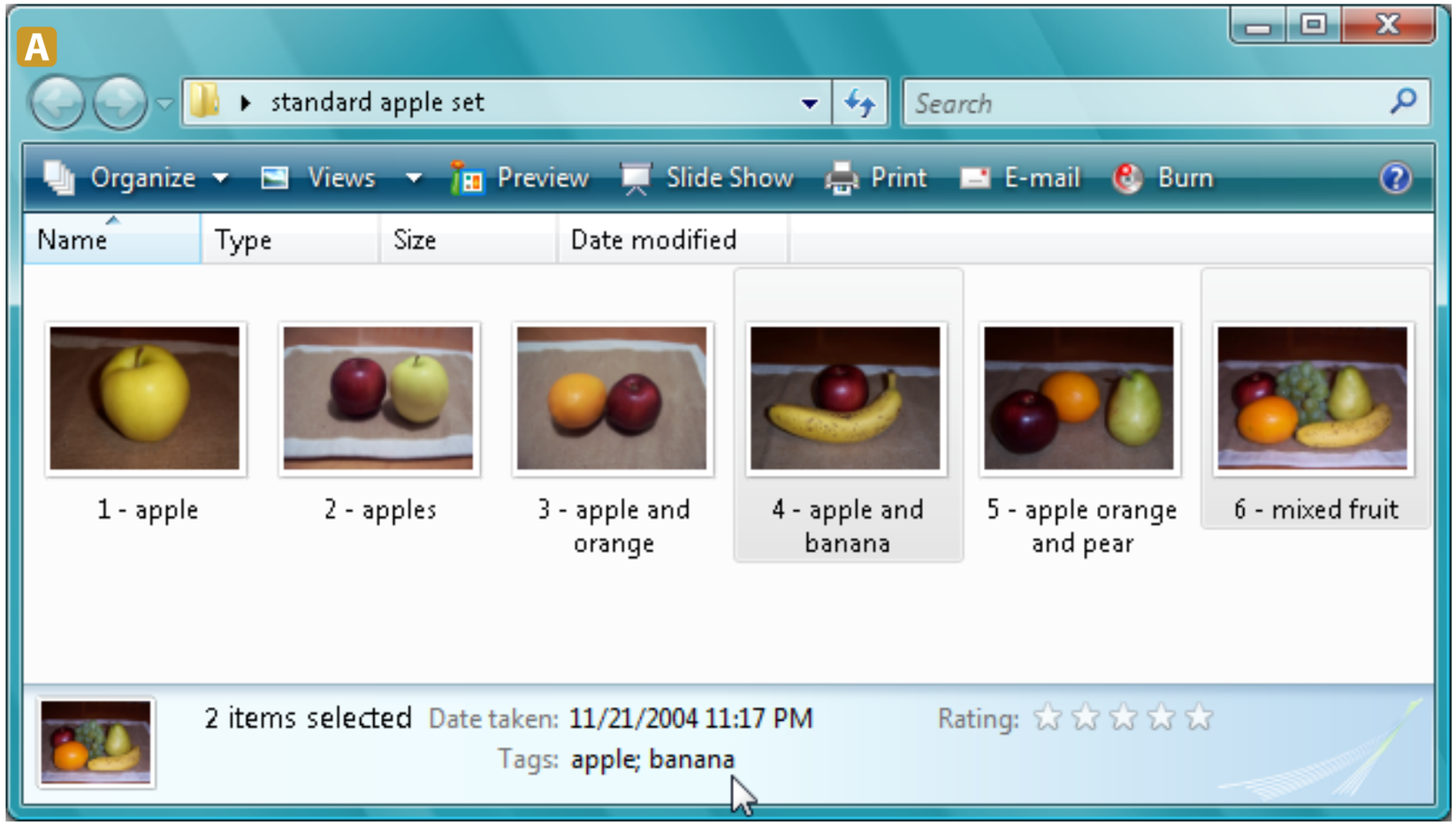
Note again that the details pane tells us that both selected files have been tagged *apple*. To repeat yet another time: *the details pane shows tags* ***common to all selections***. (It doesn't show all the tags of all the selected files.)

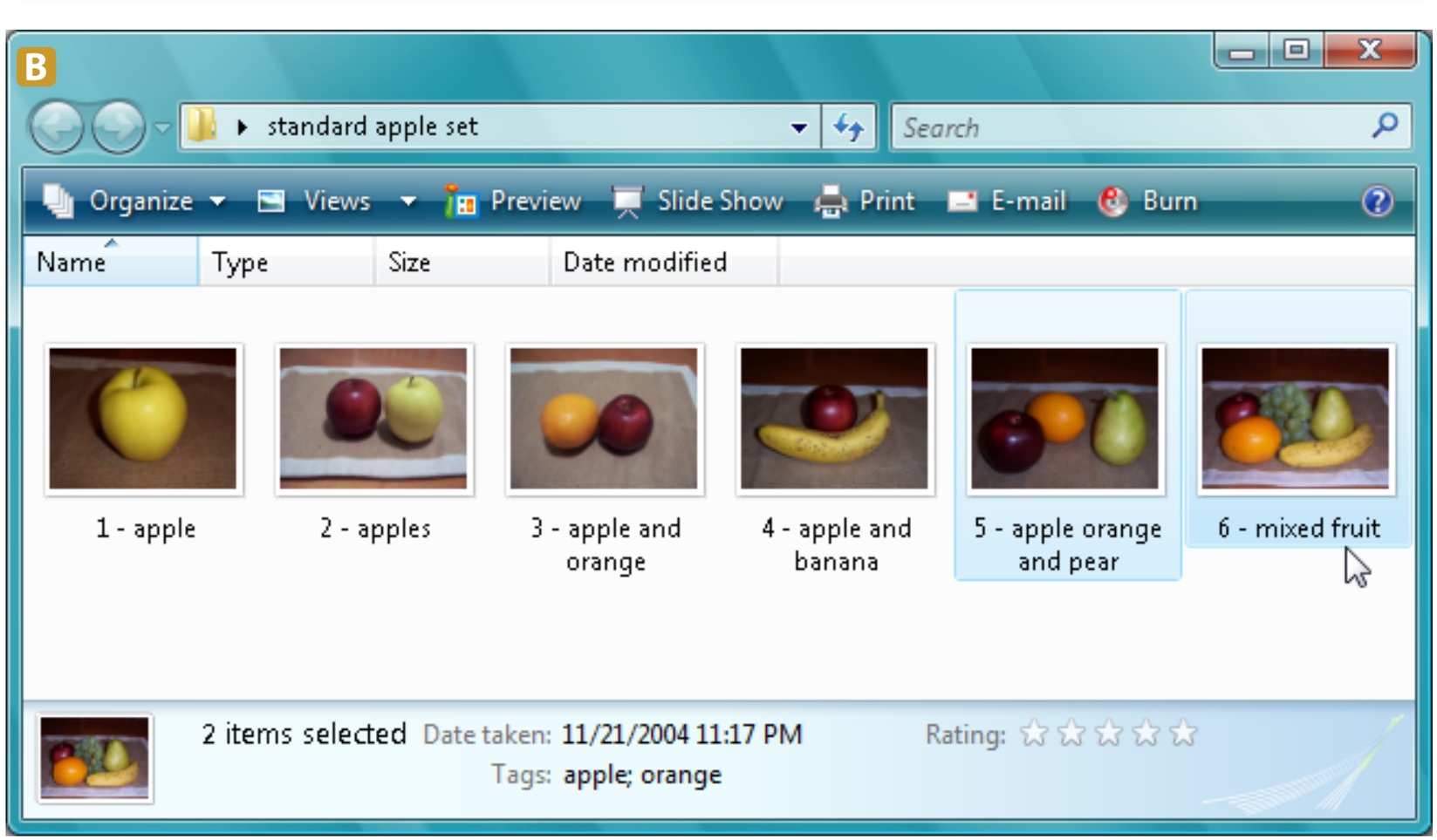
Still more on that ever-useful CONTROL-click method for selecting multiple files—and some really juicy, never-before-revealed, behind-the-scenes "making of this tagging review" background information!

We could have selected the discontiguous banana files by first clicking on file 4, holding down the CONTROL key, and then clicking on file 6. Though we *actually did it* by *first* clicking file *6*, holding down the CONTROL key, and *then* clicking on file *4*.

In other words, the file selection order simply doesn't matter with CONTROL-click! (The same *cannot* always be said of the SHIFT-click file selection method.)

Okay, okay, maybe that background tidbit, while *absolutely true*, wasn't all that juicy. ... Apologies if we disappointed anyone. (Hey, Scribblers Media never claimed to be *Entertainment Tonight*.)





A The two banana photos, "4 - apple and banana.jpg" and "6 - mixed fruit.jpg" have been tagged *banana*. Ready to tackle the pears?

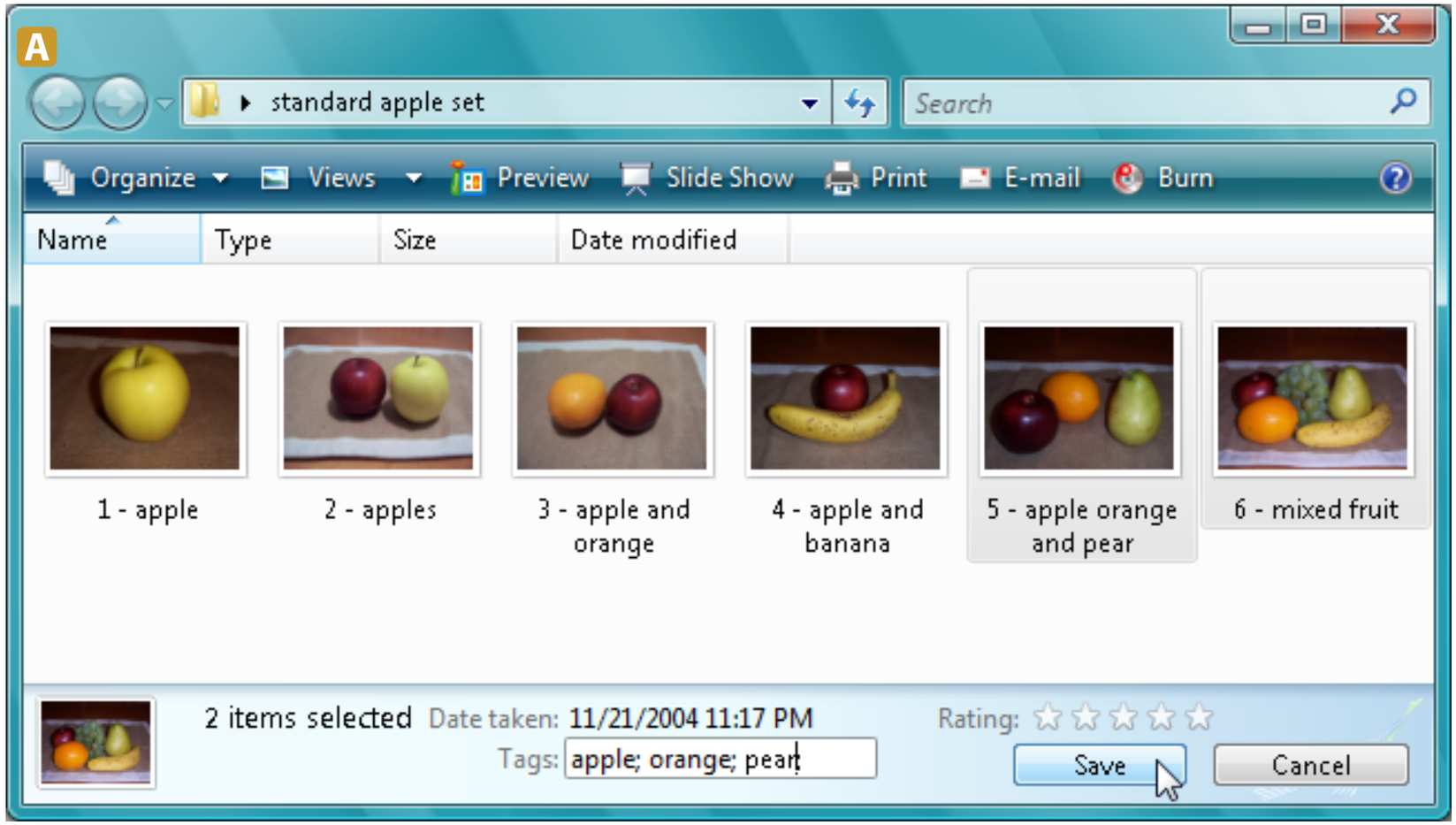
B A pair of pear files selected and awaiting an appropriate tag.

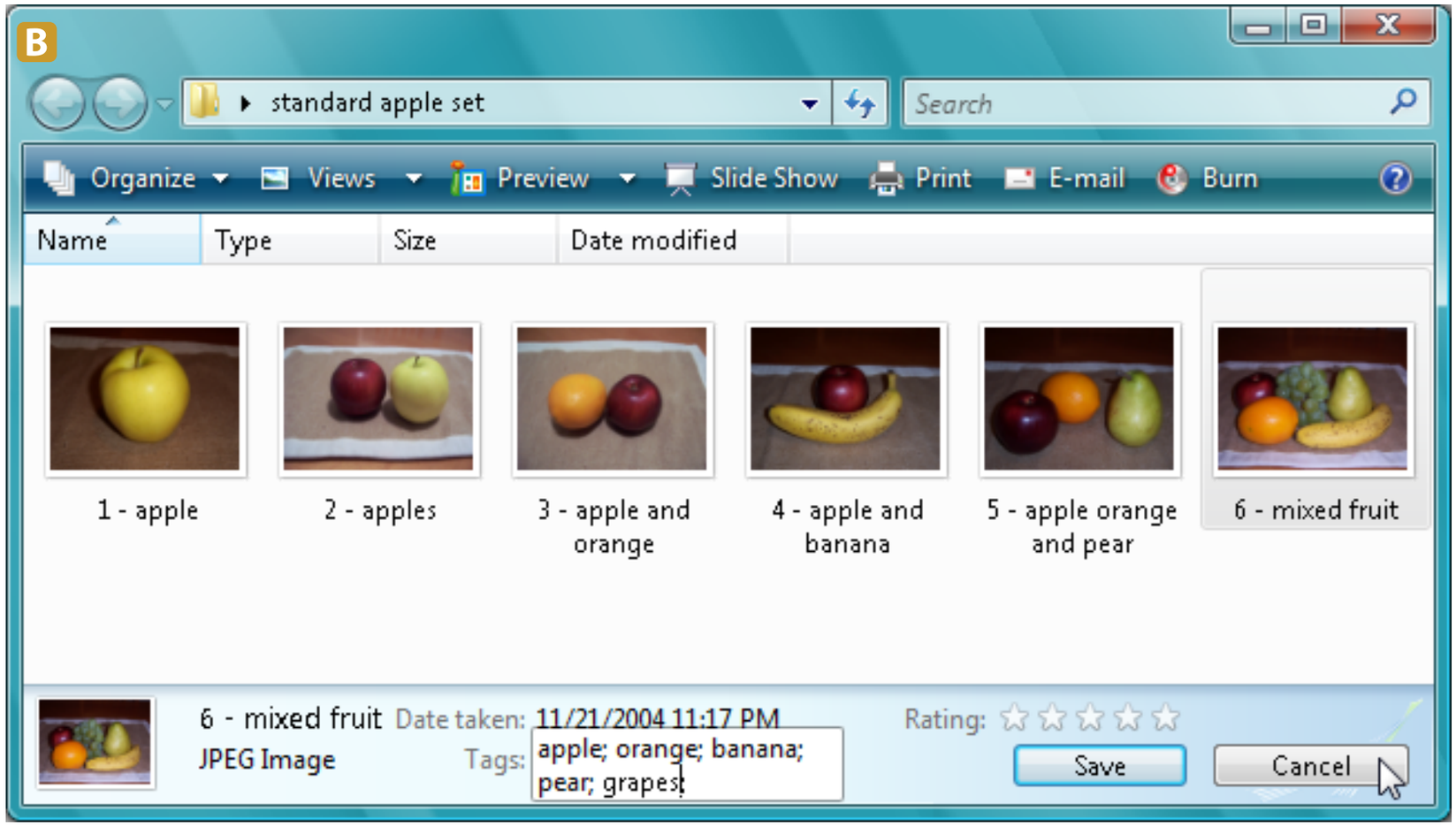
Incidentally, we used the "**cursor drag-over**" to select the two side-by-side pear files. We first dragged over file 5, then file 6. Next time we might first drag over file 6 and then drag over file 5. And of course we could have just as easily used the **CONTROL-click** or **SHIFT-click** methods. In which case, it still wouldn't have mattered which file we first selected. ...Isn't it nice to have options!

MORE REALLY USEFUL FILE TAGGING TECHNIQUES

So far we've been adding single tags to multiple selected files.

If you're new to file tagging, you may be wondering, *Can we also add multiple tags to a selected file?* Indeed we can! In fact, we can even add multiple tags to multiple files! Why not try it sometime?!





A A quick click on the **Save** button will add the *pear* tag to the already *apple* and *orange* tagged file 5, and to the already *apple*, *orange* and *banana* tagged file 6!

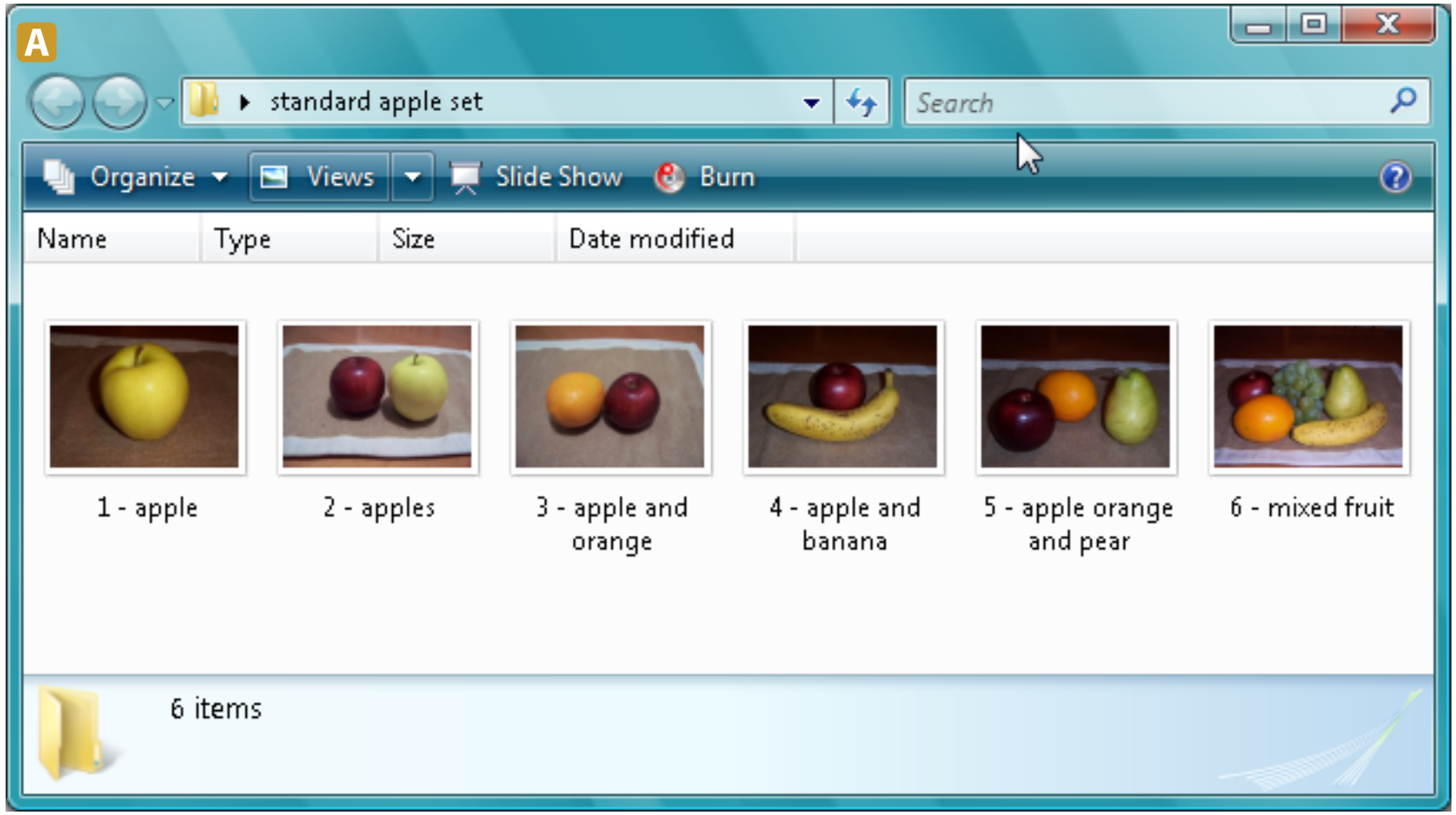
B A quick click on the **Save** button will add the *grapes* tag to file 6. ...Wait, wait, wait, let's not do that just yet. Instead, click the **Cancel** button. (We'll see why later in Slide 14.)

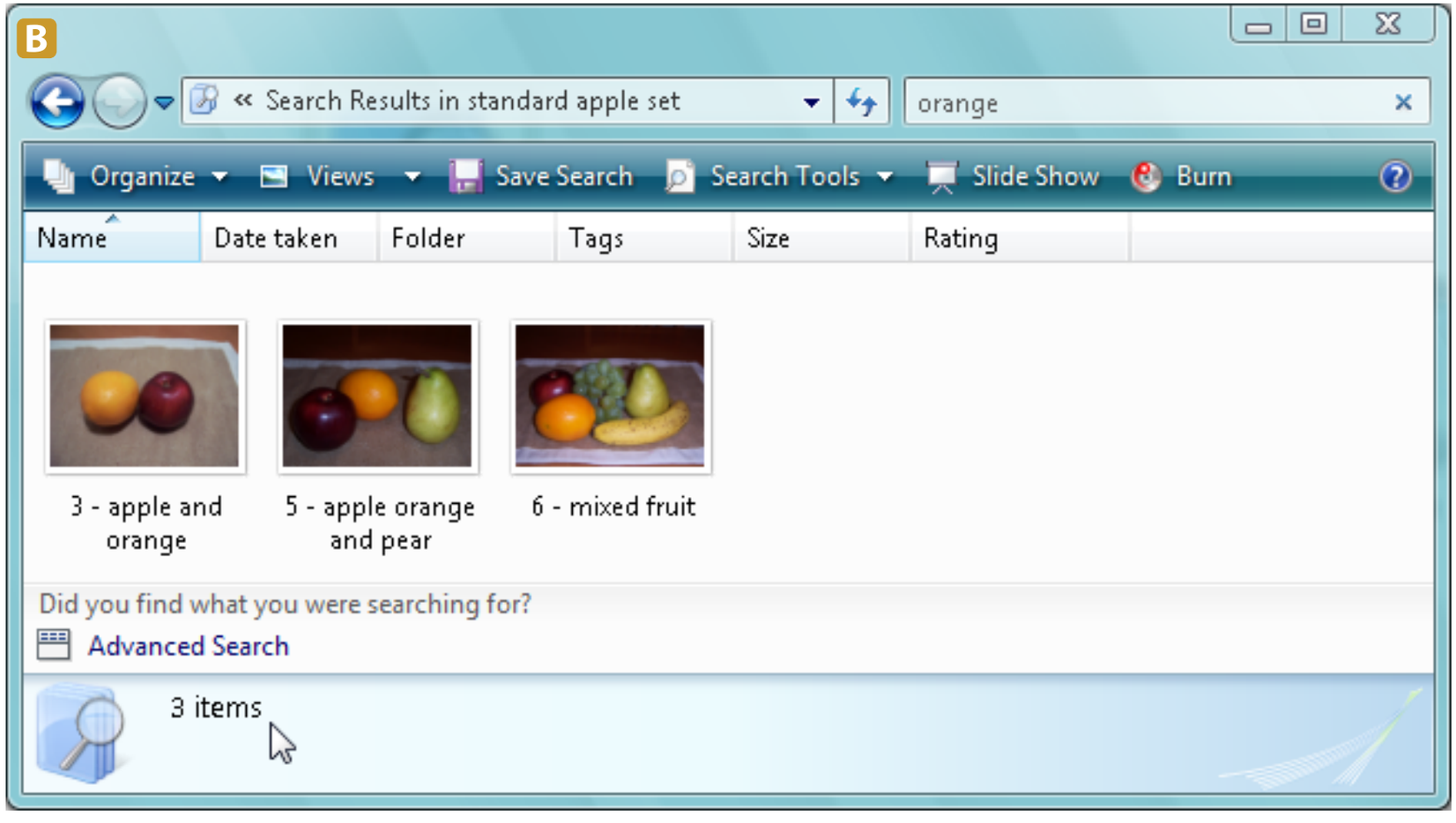
File tagging: usually easy, never permanent.

As we hope you'll agree, file-tagging is pretty easy to do. (Fun, even! (And almost always painless.))

Still, you may have some concerns. Perhaps your wondering, *What if I later want to modify a tag? Or remove it entirely. What if I misspell the tag or make some other mistake?*

Rest assured, you're never locked-in with file tags! Tags can be deleted or modified just like most other digital text. Try it!





File tagging by itself isn't very useful. Its value, of course, is that it makes file information easily ***searchable***.

Using the tags we've applied to the six files in the "standard apple set" folder, let's try some searches.

A Folder search starts with typing a search term in the **Search Box**.

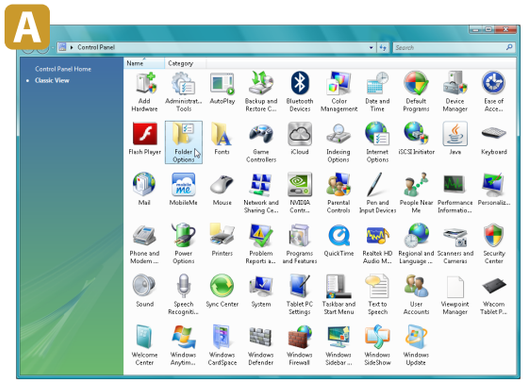
B Here's the **results** from a search for the word "orange."

Note a few things:

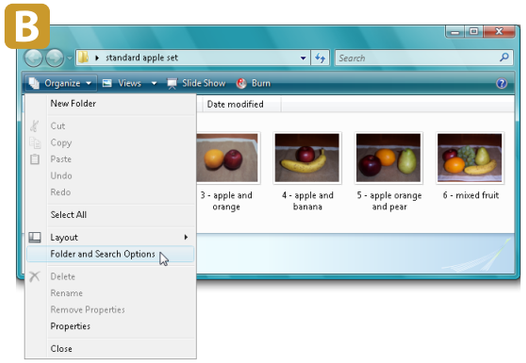
- The folder title changes from "standard apple set" to "**Search Results** for standard apple set." (To return to the regular folder, just click the left-pointing backspace button.)
- The folder toolbar has two new icons, **Save Search** and **Search Tools**. (We'll see what they do later.)
- Windows displays a link to do an **Advance Search**. (Goodness, what could that mean?)
- The details pane informs us of the **number of items** meeting our search criteria.
- Most important, the **Search Results Folder displays the three (3) *orange*-tagged files**.

Before we examine the search results, let's note some key points on the next slide.

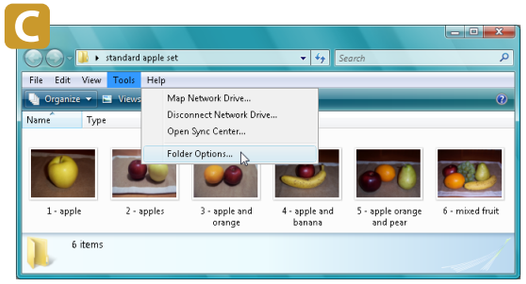
A



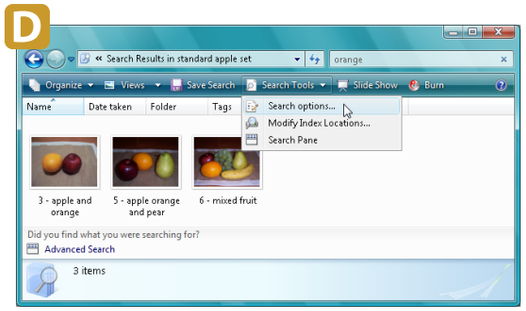
B

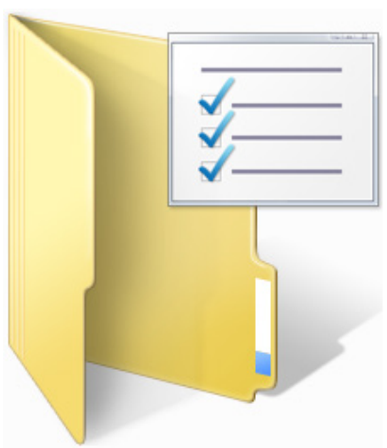


C

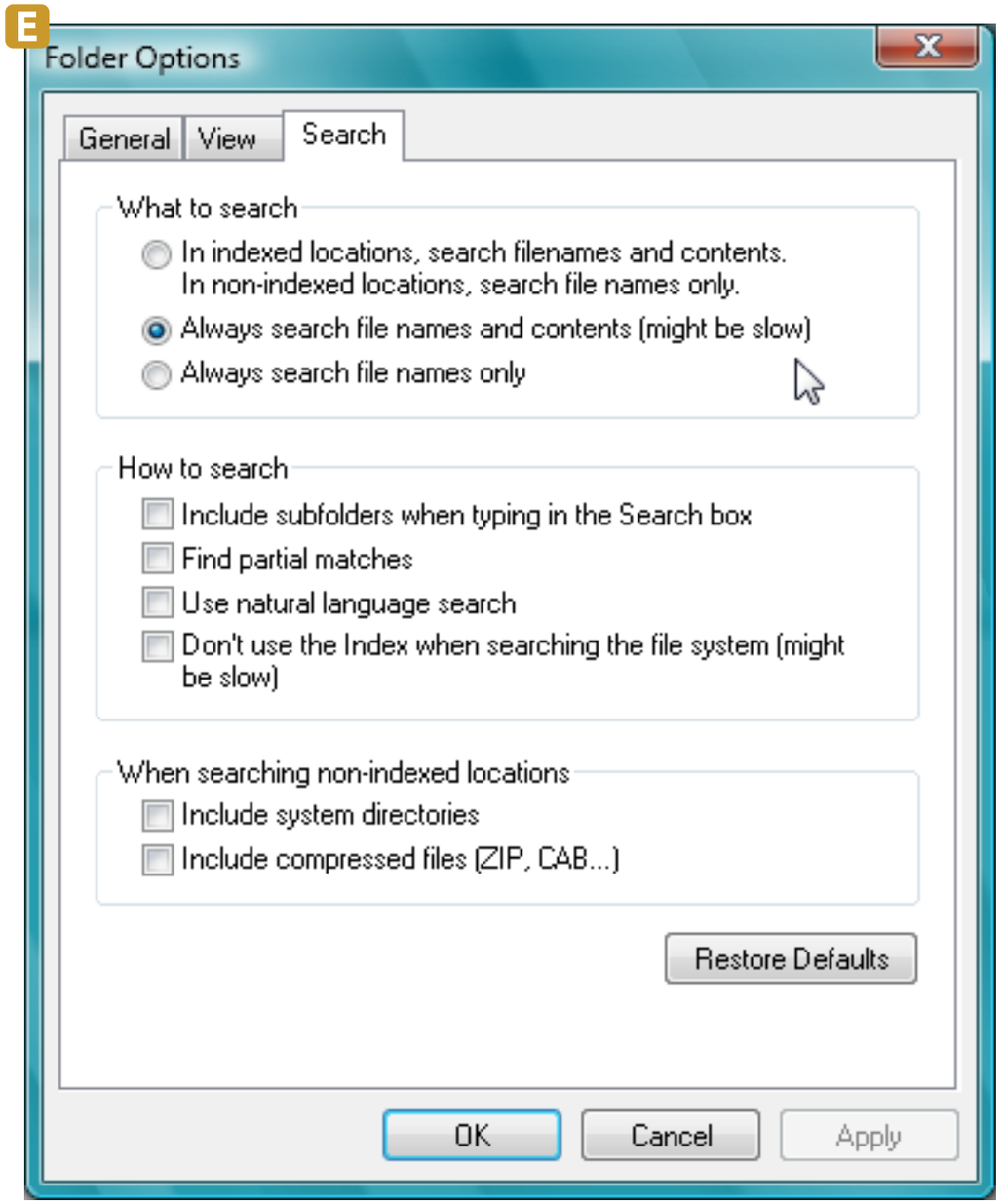


D





E



4 ways to display the **Folder Options** window

A Open the **Folder Options** control panel

B From the folder toolbar Organize dropdown menu, select **Folder and Search Options**

C From folder menu bar, on the Tools dropdown menu, choose **Folder Options...** (Note: to show the folder menu bar use the Organize/Layout command)

D In *Search Results folder windows*, from the toolbar, select **Search Options...** from the Search Tools dropdown menu.

Folder Search and Folder Options

Folder search results depend on **folder search settings**. (see SCREENSHOT **E**)

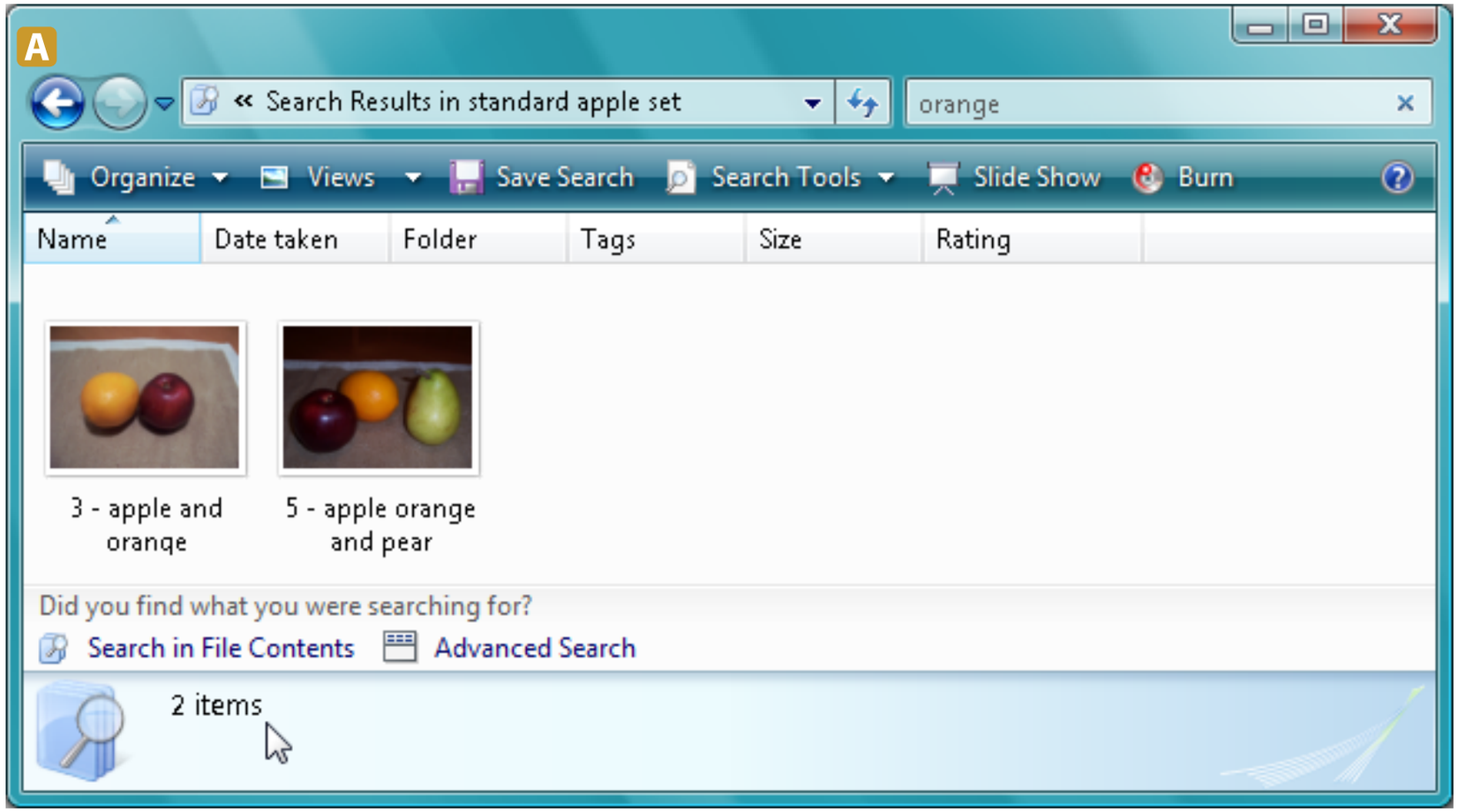
Note, if the "Always search file names and contents" radio button is selected, the folder search results will include matching text from BOTH *file names* AND text from *with-in* file documents (including file tags).

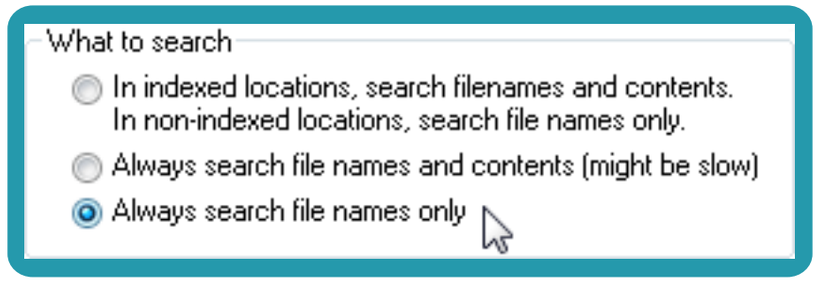
If "Always search file names only" is selected, Windows will show folder search results based ONLY on matching words *in the file names*. (Just like the radio button says.)

SCREENSHOT **E** displays the settings used in the search on the previous page (page 10). Accordingly, the search results included all three files with either "orange" in file name or tagged *orange*.

Screenshots on next slide (12), show results of "orange" file name search only.

TIP Use PDF **zoom tools** for closer look of images.

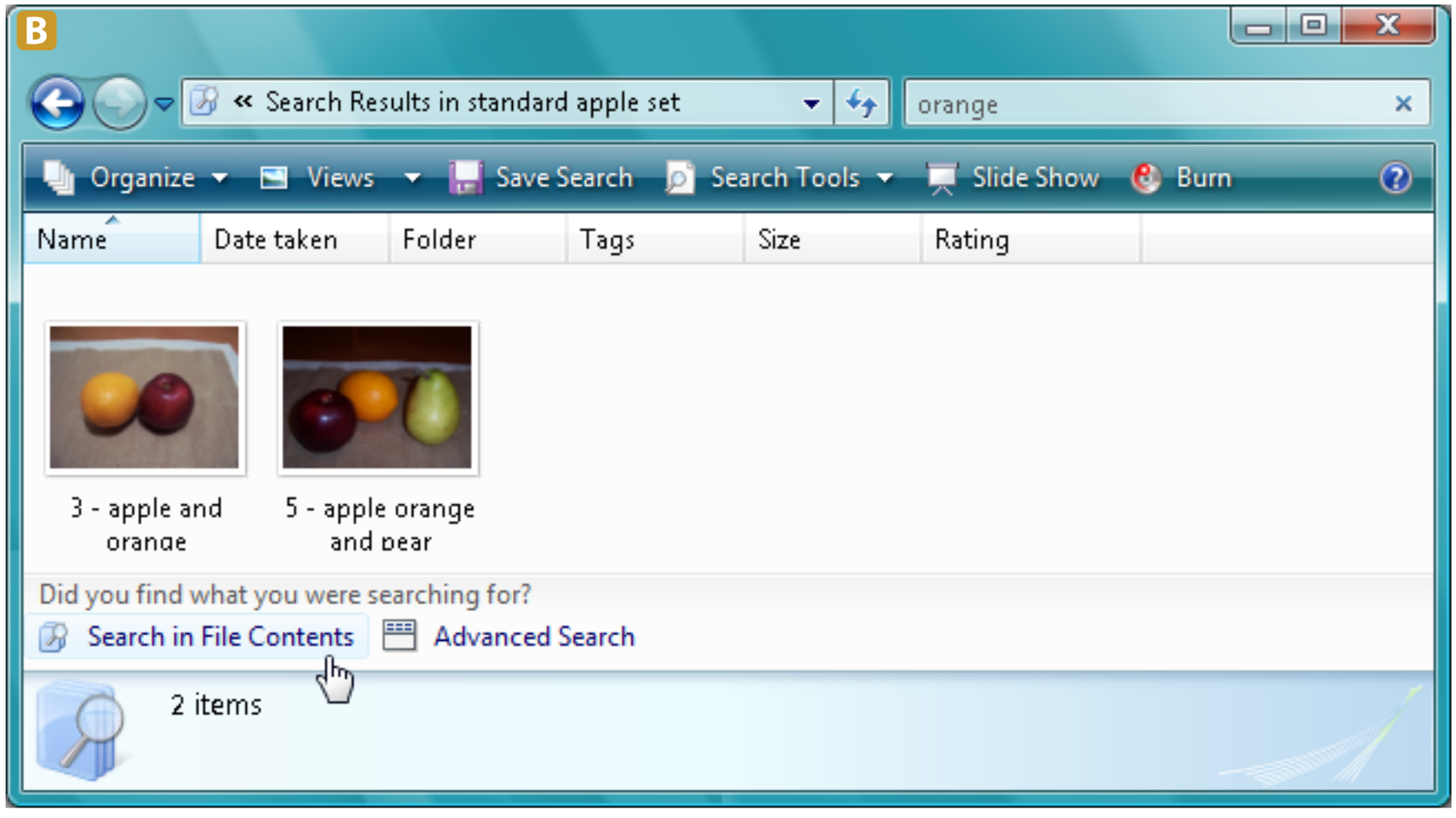


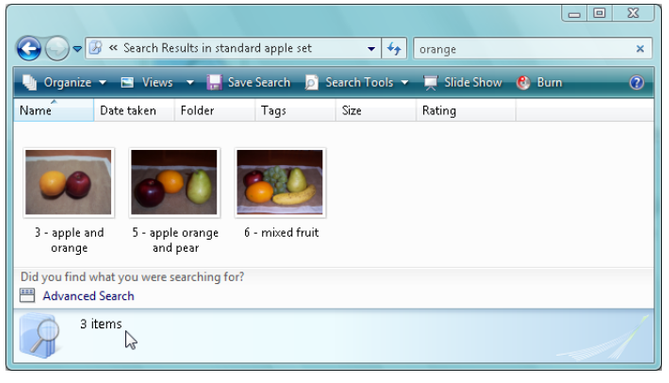


Search settings that returned results at left

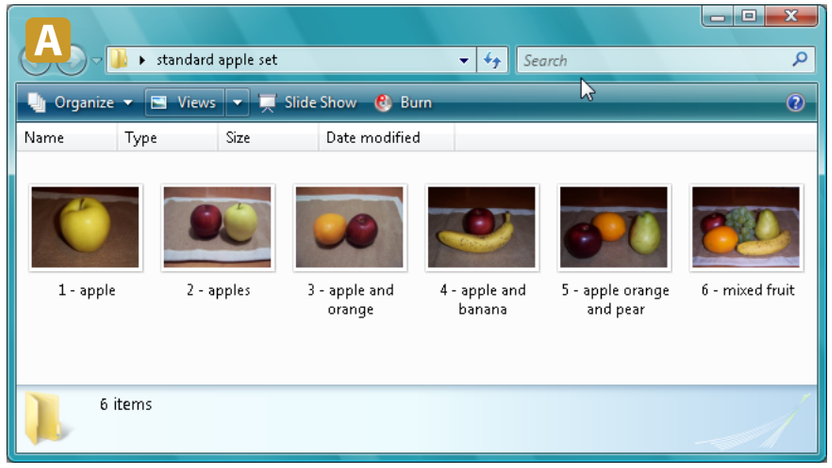
A The "Search Results for standard apple set" folder only includes the two files that have "orange" in their file name. (It doesn't include the *orange*-tagged "6 - mixed fruit.jpg" file.)

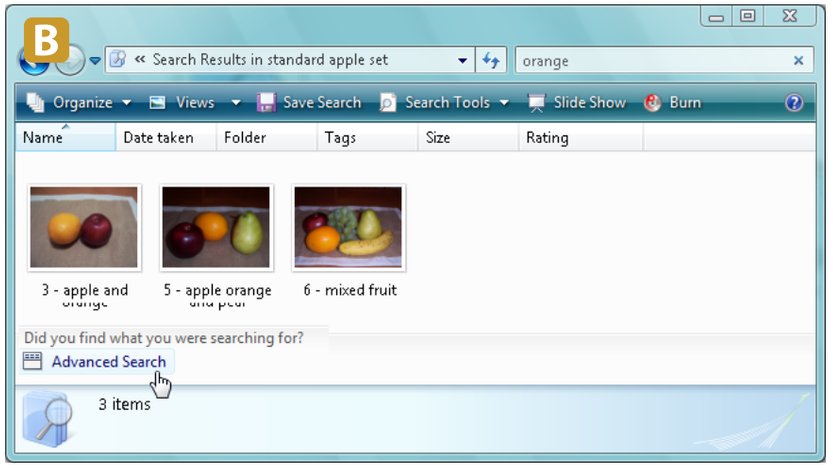
B To perform a quick search for files that include the *orange* tag it's not necessary to change our folder options search settings. Simply **click on "Search in File Contents."**

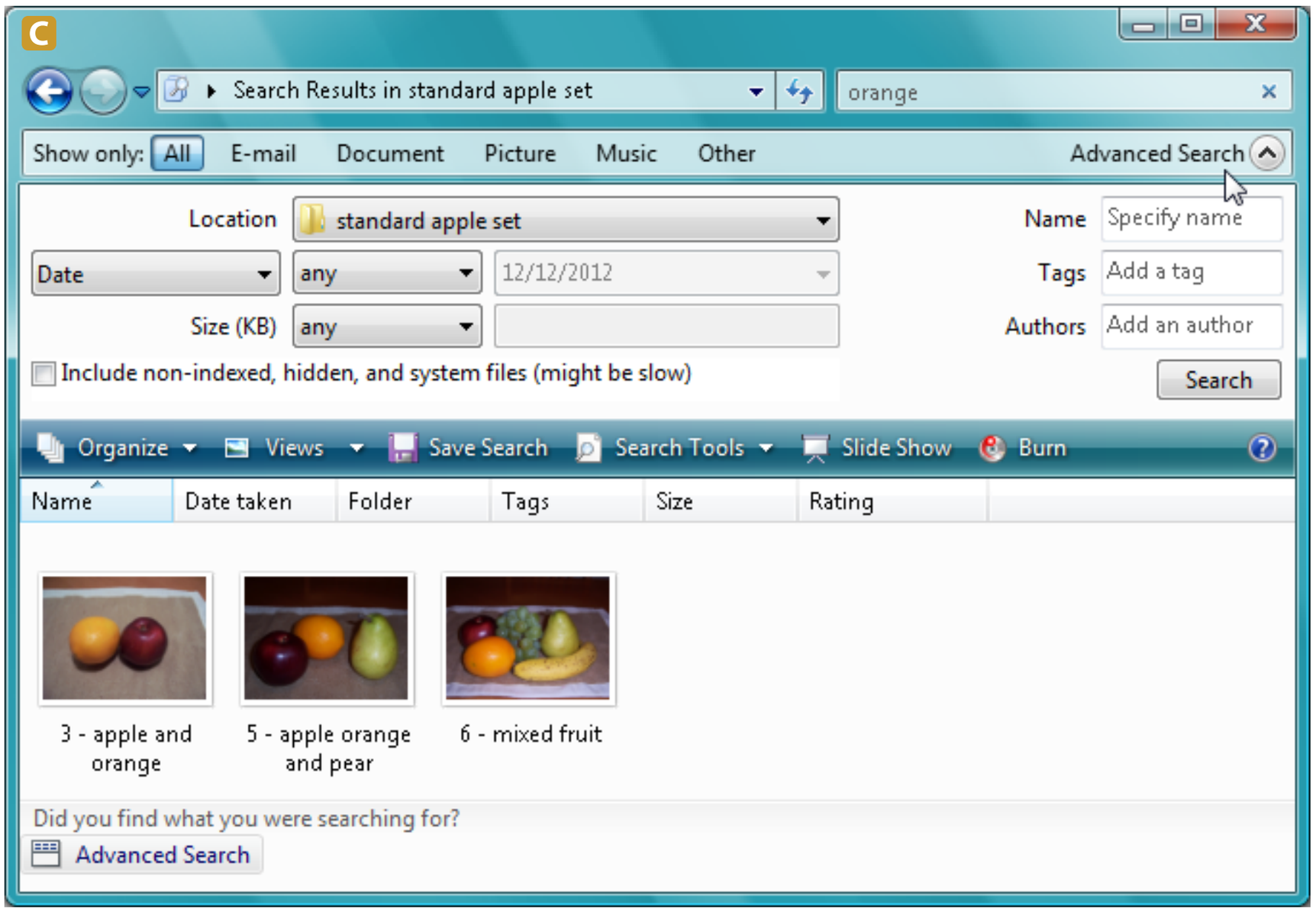




Clicking "Search in File Contents" in search results folders is the same as searching regular folders preset to "Always search file name and contents"







Advanced Search

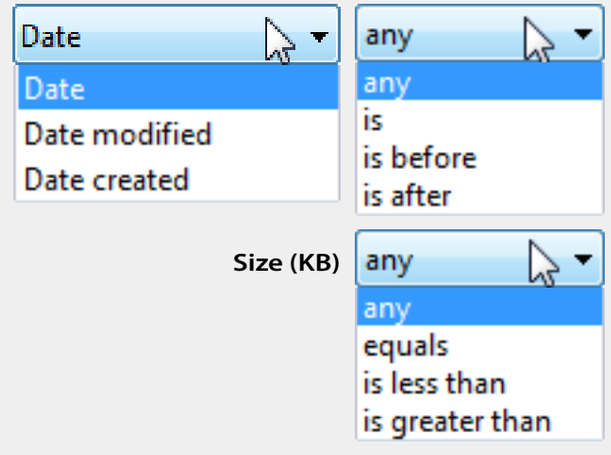
A Folder search* for **orange** opens the Search Results window (Screenshot B)

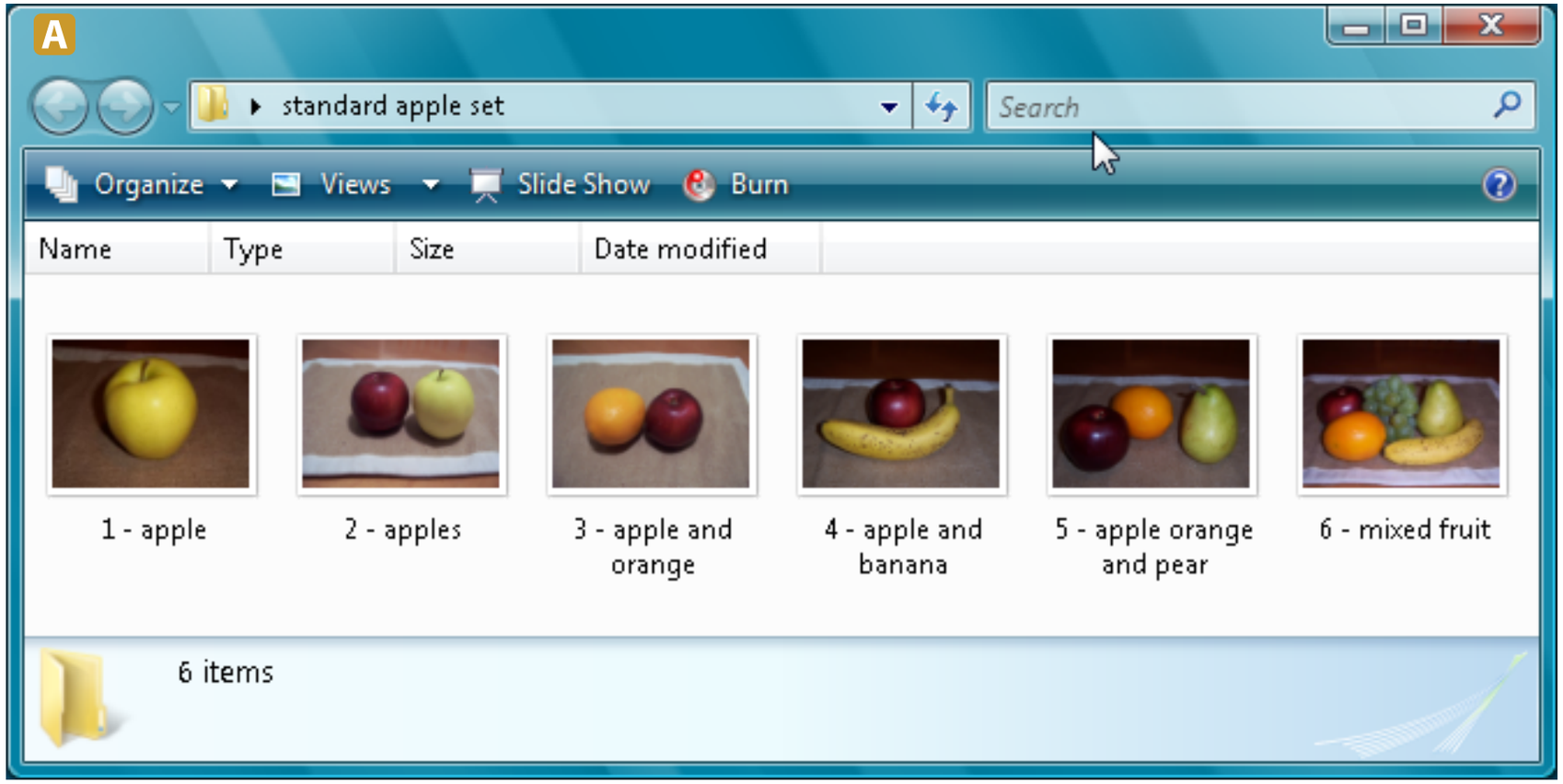
B Clicking "Advanced Search" opens folder in Screenshot C

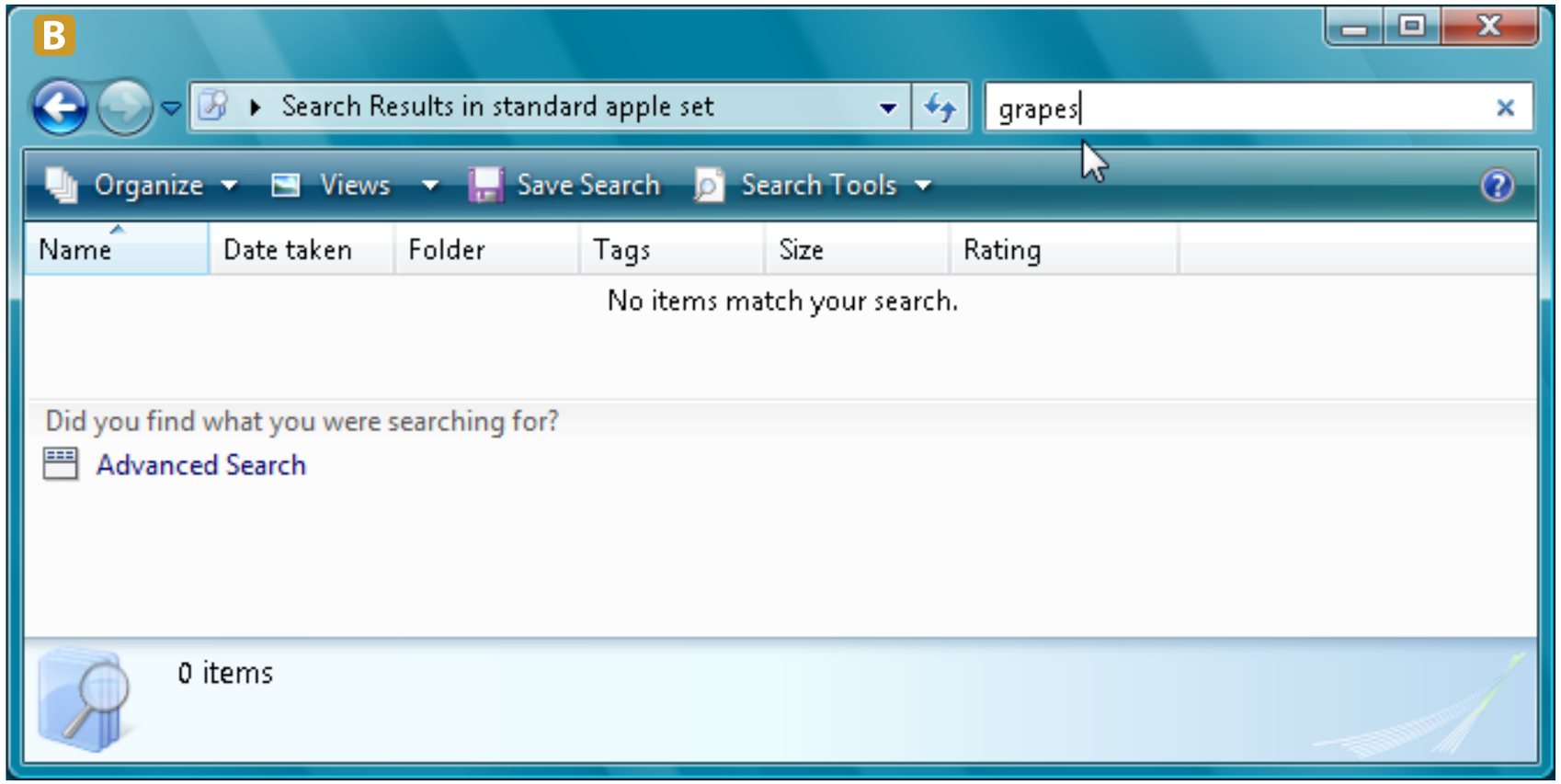
C Advanced Search window

* FILE NAME AND CONTENTS SEARCH

Advanced Search dropdown menus







Null ϕ Searches

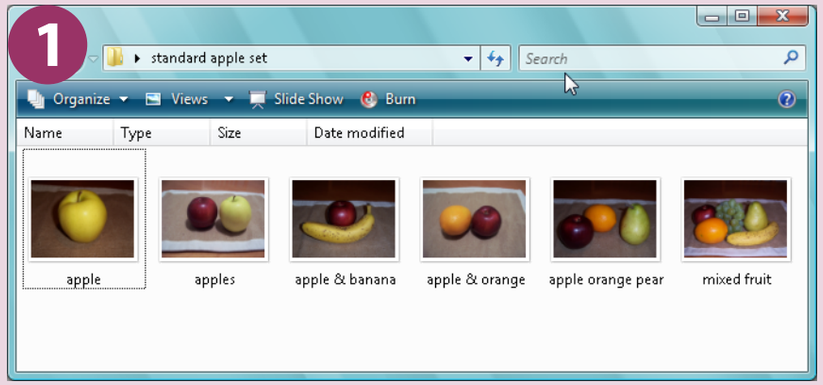
A What happens when you do a folder search for a word NOT contained in a file name, file tag or indexed file contents?

Let's see.

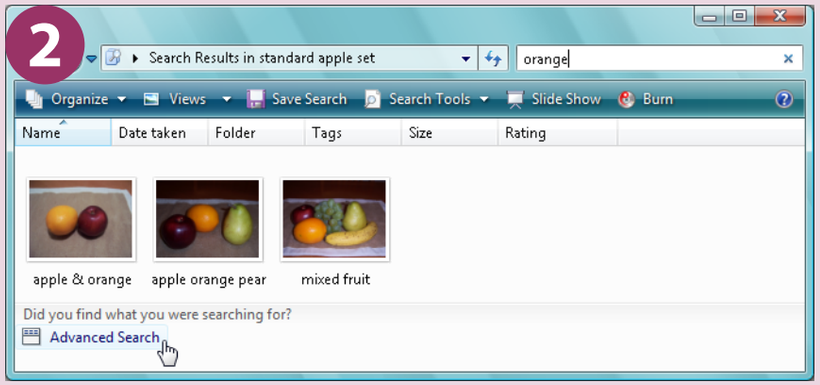
Recalling that we did NOT add a "grapes" tag to the "6- mixed fruit.jpg" file (see slide 9), let's do a search for that word. (See result at SCREENSHOT B.)

B No surprises here. Just an empty Search Results folder with "No items match your search." message.

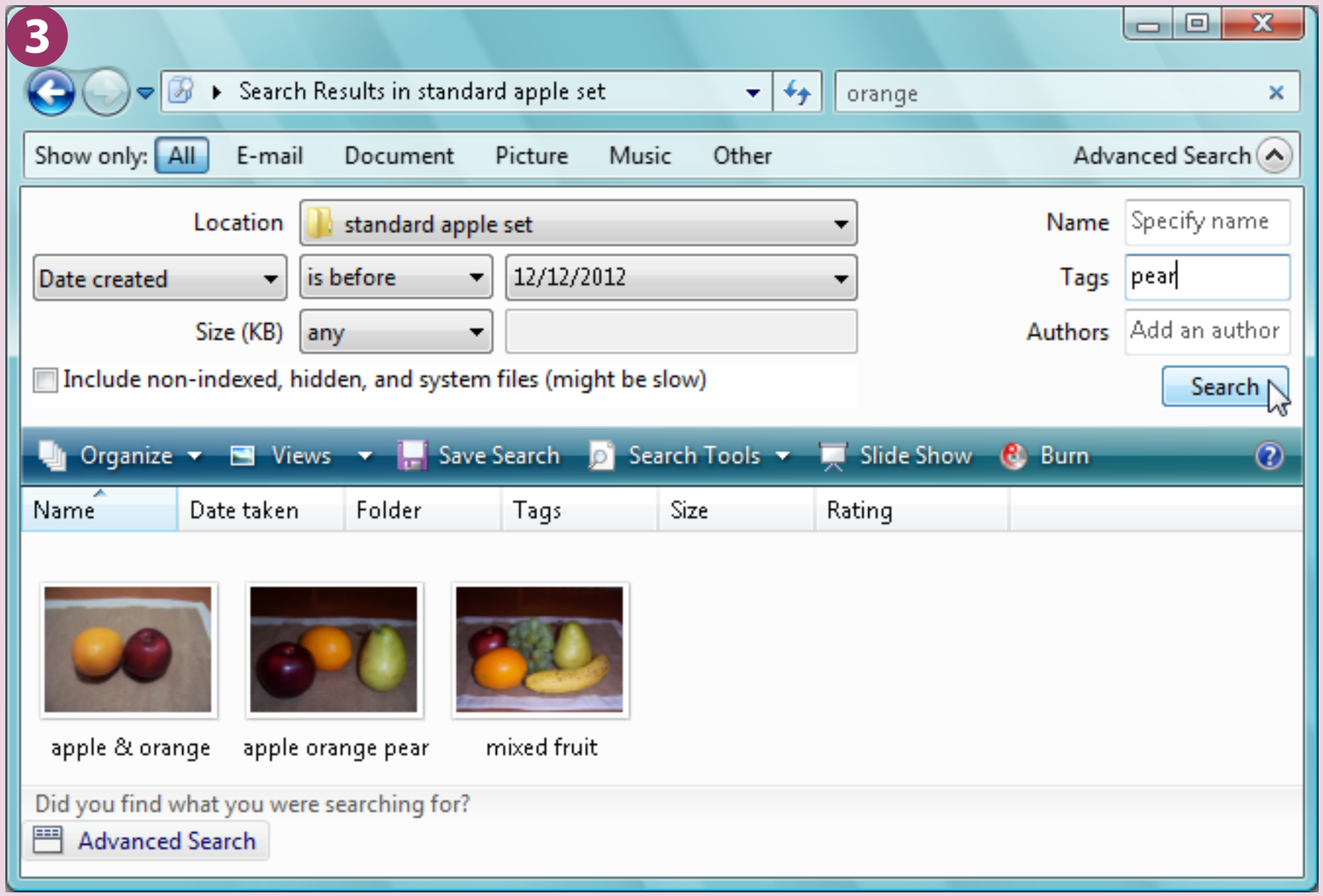
REMINDER: Vista folder search matches EXACT words only. Search words, file names, file tags and indexed information may all contain MISSPELLINGS.



<670x311 pixels, 155PPI>



<670x311 pixels, 155PPI>



<670x453 pixels, 72PPI>

Scribbles 'n BITS QUIZ

TAGS, TAGGING & TAG SEARCH

The SCENARIO

1 standard apple set folder
Folder holds six (6) digital photo files created in 2004 originals. Each file has been tagged according to fruit image contents (i.e., all files containing an apple photo have been tagged "apple"; all files containing a banana photo have been tagged "banana"; et cetera).

Entering "orange" in blank search box takes us to folder SCREENSHOT 2.

2 Search Results in standard apple set folder
Folder window displays three items. (Evidently the folder search option is set to "Search file name and contents.") Clicking "Advanced Search" takes us to folder SCREENSHOT 3.

3 Advanced search window
Users can add additional search criteria the "advanced search" window. Here the criteria is set to search for files that contain "orange" in either file name or file contents AND contain "pear" in either file name or contents AND were created before 12/12/2012.

QUESTION

WHAT HAPPENS WHEN THE **Search** BUTTON IN FOLDER 3 IS CLICKED?

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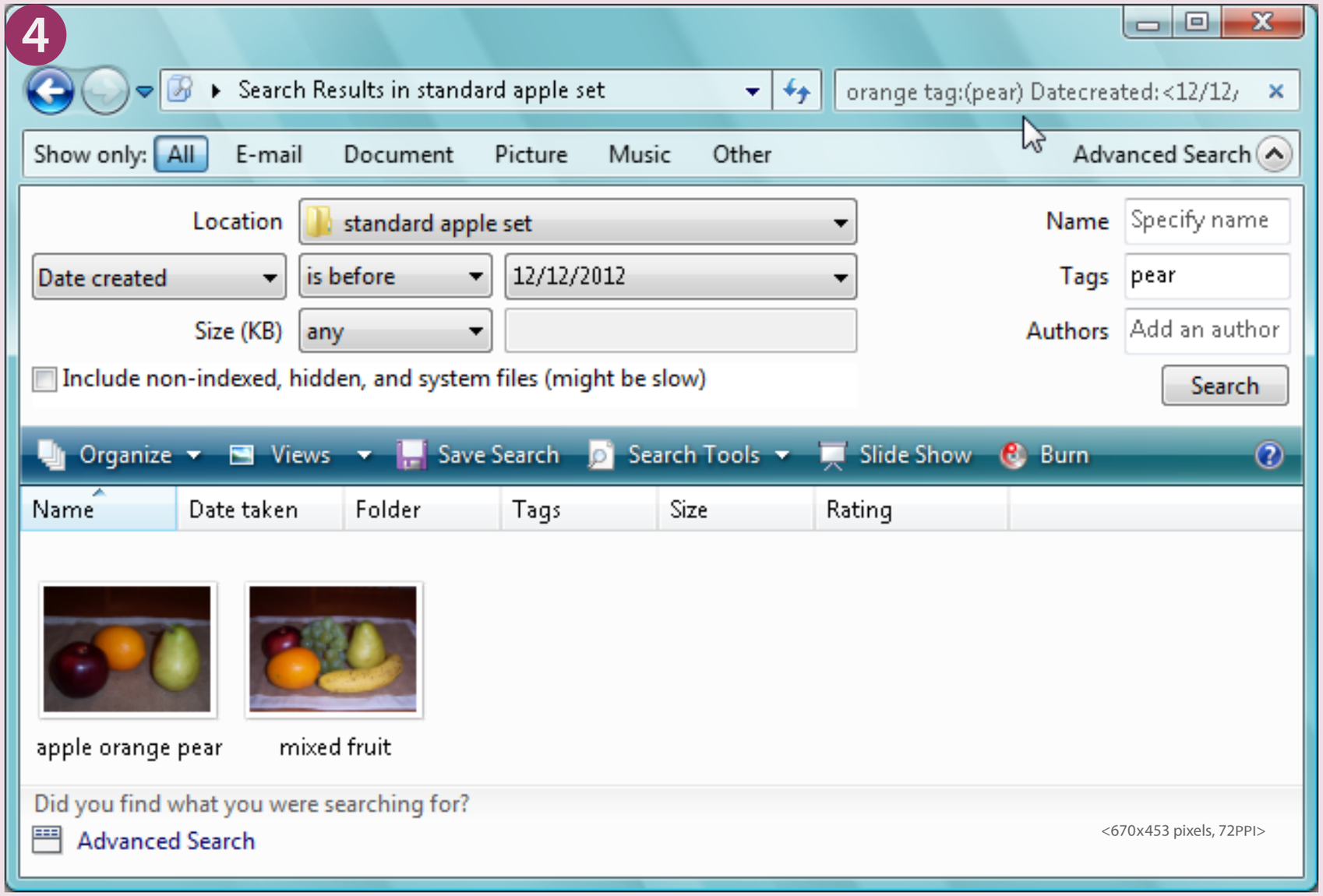
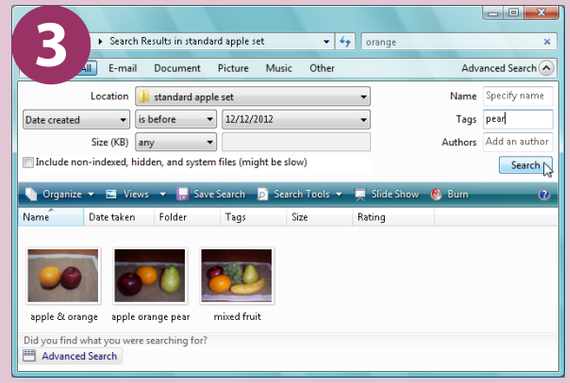
QUIZ ANSWER

TAGS, TAGGING & TAG SEARCH



Screenshot of **Search Results folder** showing all files in the "standard apple set" folder created BEFORE December 12, 2012 AND containing BOTH "orange" AND "pear" in either file name or file contents.



Here again is the quiz question:
What happens when the search button in SCREENSHOT 3 is clicked?

Thanks for participating!

CONGRATULATIONS,
if you answered correctly!

TIP Use PDF **zoom tools** for "closer" look.

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