Mariner Software

How do I add or modify or delete tags?

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Tags:
Paperless lets you define an unlimited amount of Tags for your files - these tags can be particularly useful when you are creating Smart Collections.

To add a tag in the Library Configuration window:

1 Click the Plus (+) button at the bottom left of the Tags tab to open a Paperless Library dialog box.
2 Enter a Name for your new Tag.
3 Click OK to save your entry and return to the Tags tab.

Once you have created a Tag, you can assign it to any file in the main window. Simply double-click inside the tag field in the main window's details pane to open the Tag Editor, which will let you edit the global list of tags that are available to assign to any item.

To add a tag to a particular item in the library, click the tag in the Tag Editor (or CtrlClick to select multiple tags) and then click OK. In order to remove a tag from a particular item in the library, de-select that tag in the Tag Editor (by Ctrl-Clicking it) and then click OK.

If you have multiple tags assigned to an item and only want to remove one, simply Ctrl-Click on that single tag to deselect it.