

Using Tags Best Practices

Tags allow you to quickly sort and view your most important files and folders so you only see what you need. Your tags are visible to others in your company, allowing them to take advantage of this sorting method as well.

Accessing Tagged Folders

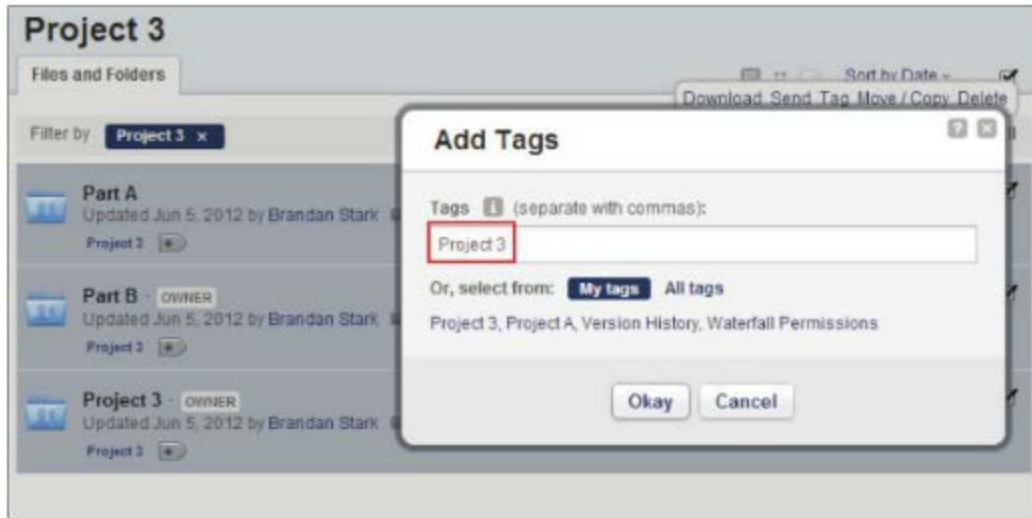
Tags allow you to filter your folders and create custom folder views outside of the main structure. You can access the list of current tags by clicking on the “Tag” icon in the upper right hand corner of your “All Files and Folders” page.

Tagging

It is recommended that you tag folders (rather than files) since this allows your tags and shared folders to align, reducing clutter. Creating new tags is easy. First, start by clicking on the check boxes next to the folders you wish to tag.



Next, click on the tag option from the menu at the top and type in the tag you wish to apply.



Now you can access these folders in one click. Tags will also show up in your search results – and remember tags are flexible – you can adjust them at any time.

Types of Tags

When you are thinking about which tags to create, start with the workflows that make up your day, or any tag types you found useful in your previous solution. Next, think about the folders you need to consult at the same time. These are your main categories of content and should be the backbone of your tag structure.

Learn more at <http://success.box.com/best-practices/using-tags/>