**Tagging**

“In information systems, **a tag is a keyword** or term **assigned to a** piece of information (such as an Internet bookmark, digital image, database record, or **computer file**). This kind of metadata helps describe an item **and allows it to be found again by** browsing or **searching.**”

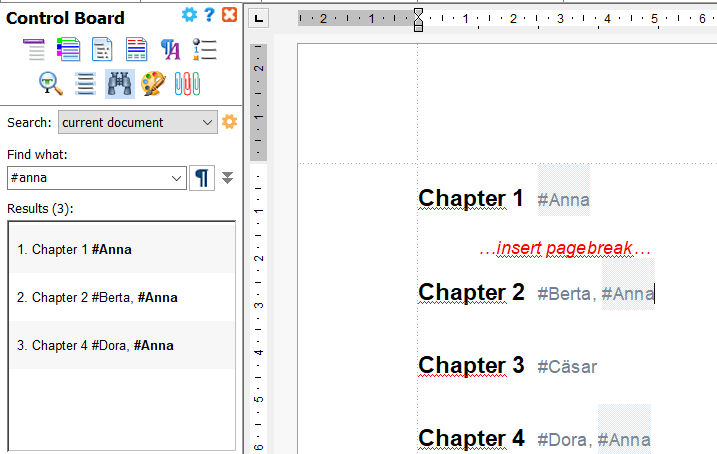
See <https://en.wikipedia.org/wiki/Tag_(metadata>) for more information about tagging.

**Example**: You write a novel divided into chapters and you want to list all the chapters where a specific character is mentioned.

How could this be achieved in Atlantis Word Processor?

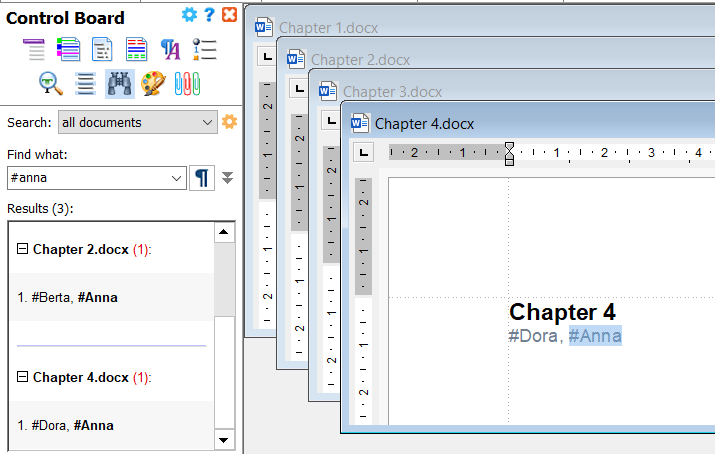
Lets suppose that the chapters are parts of a single file. So we tag each chapter with the tags for the characters mentioned in this chapter. We ought to use hashtags (with a “#”) because we don’t want to get a long list of all the occurrences of a specific characters name. Now we can use the Find/Replace panel of the Control Board to search for the chapters with a specific characters name.





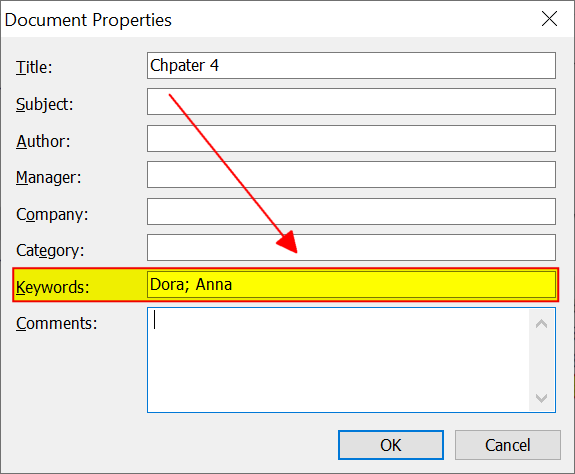
Since it seems to be more flexible to divide a publication into single files, representing chapters, I suggest to use a single file for each chapter and combine all files to an Atlantis Document Project. Fortunately it is possible to search “all documents” in such a project.





Now we may eliminate the hashtags (only setting the font color to white does not really satisfy). Note that tags are just keywords.

Select ***File – Properties…*** and place the appropriate tags/keywords.

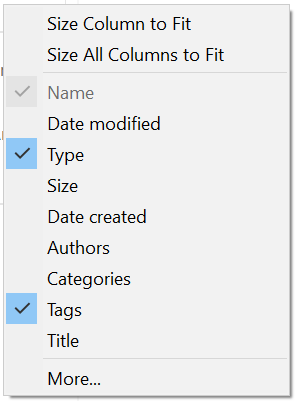


But now the Find/Replace panel will not find any matching entries if we search for these keywords.

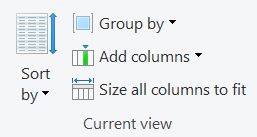
**Windows Explorer**

Now we put the project files into one exclusive folder and make a few changes to the appearance of the Windows Explorer. Make sure to save the files as MS Word .docx.

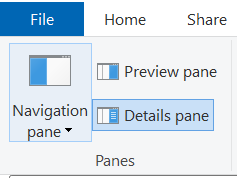
Add a **Tag** column:



Group the entries by **Type** and sort them by **Name**:



Then open the **Details pane**:



Now we can

* Add/remove tags
* Filter the files by tag names

