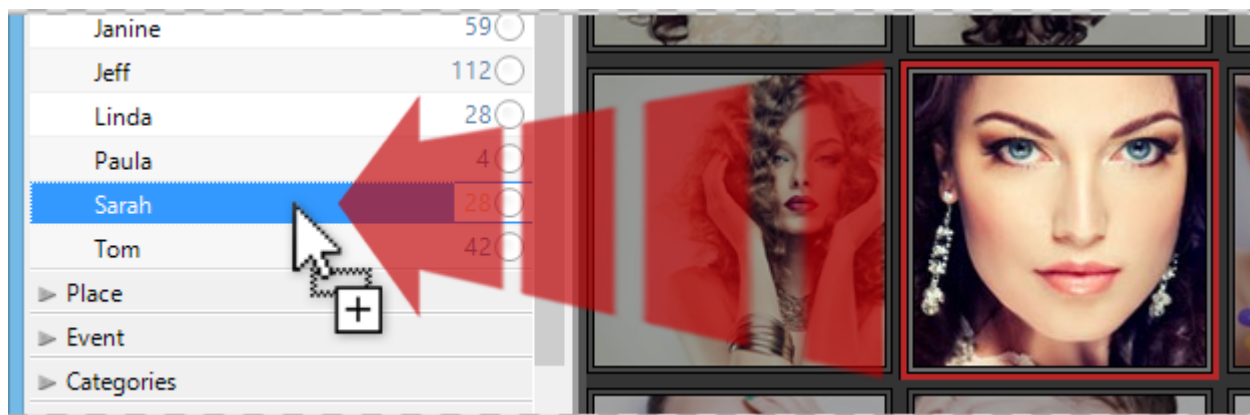


Tags are an easy way to classify and locate your media files. Multiple tags can be assigned to a single file without taking up additional space on your hard drive. All the information about a file can be described by a set of tags (title, rating, keywords, location, media format, copyright, camera model, color label, etc.).

In the Tags panel, there are two ways to assign specific tags to your items.

### Assigning Tags by Drag and Drop

Simply drag and drop one or more items from the browser window onto the desired tag, as shown in the illustration below.



### Assigning Tags via the Context Menu

Select one or more items in the browser and right-click the desired tag in the Tags Panel. In the submenu, click Assign 'TagName' to the selected items. If you want to remove a tag that's already been assigned to the selected items, click Remove 'TagName' from the selected items.

