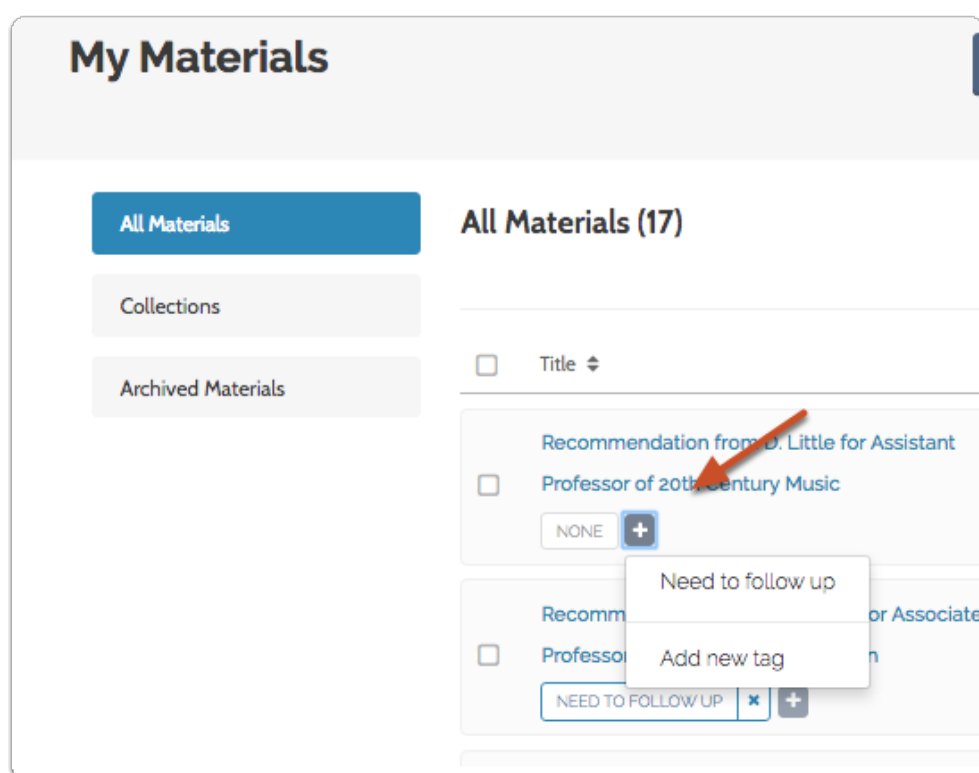# Use Tags to Organize Your Dossier Materials

You can create and apply tags to help organize the materials in your Dossier account. You can create a tag and apply it to multiple files, or apply tags to files one at a time. You can also filter the list of materials using tags. To get started, navigate to the "My Materials" page of your Dossier.

To create and apply a tag to a file, click the addition symbol under the title and click "Add New Tag"

Enter the new tag and click "Save"
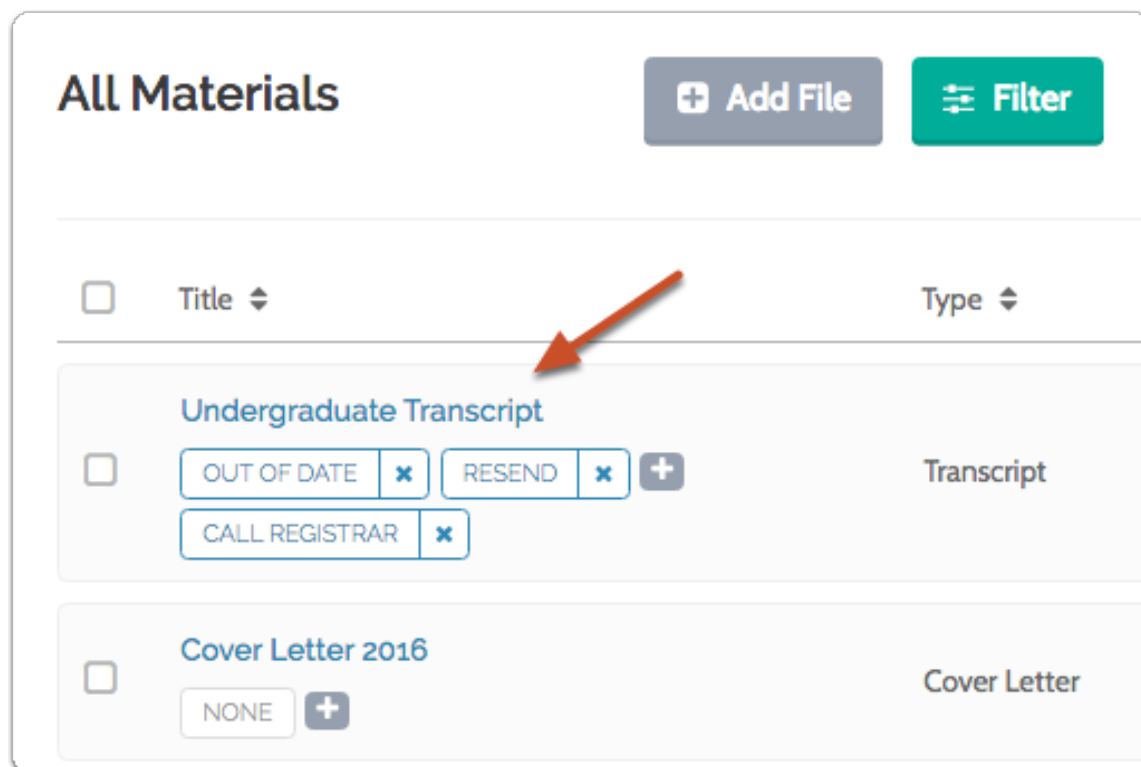
Add New Tag ✕

Name *

Out of Date

✔ Save   Cancel

The tag will appear under the document title

All Materials

➕ Add File   ⇌ Filter

☐   Title ⇕   Type ⇕

☐   Undergraduate Transcript   Transcript
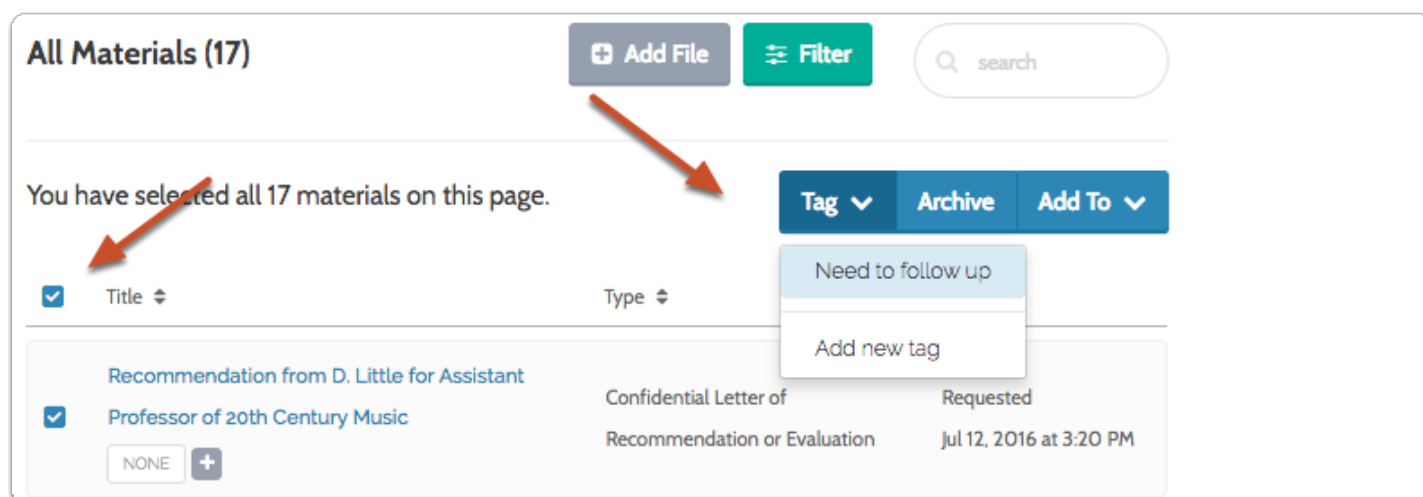   OUT OF DATE ✖ ➕

☐   Cover Letter 2016   Cover Letter
       NONE ➕

Repeat the process to add as many tags as necessary

To add a tag to more than one item in the list, select multiple files and click the "Tag" button to the right of the page

You can choose to apply an existing tag to the selected files, or create a new one.

You can "Filter" the list of materials according to the tags you have added

Click "Filter"

Select the tag(s) from the list

Only items with the selected tag will display in the list

2 results : RESEND ✕ **Clear All**

☐	Title ⬍	Type ⬍	Status ⬍
☐	**Cover Letter 2016** RESEND ✕ ➕	Cover Letter	Received Aug 31, 2016 at 4:43 PM
☐	**Undergraduate Transcript** CALL REGISTRAR ✕ OUT OF DATE ✕ ➕ RESEND ✕	Transcript	Received Aug 31, 2016 at 6:17 PM