
Document Tagger for SharePoint – Manual

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1 INTRODUCTION

Document Tagger for SharePoint tags documents in SharePoint document libraries with keywords, which helps organizations to take full advantage of their site's metadata driven SharePoint Search. But better search is just one advantage. You can also filter by tag and create SharePoint views for certain tags.

Document Tagger sends your document to a language processing engine, Google Cloud Natural Language, which quickly analyzes it and sends back the top 15 suitable keywords. Review the suggestions, remove those that are not relevant and add more keywords if needed. Then click on the 'Apply tags' button, to apply the tagging.

This way the addition of SharePoint metadata is much quicker than adding each word manually. You can find a detailed description of the possibilities *Document Tagger* gives in chapter 4 of this manual.

Documents are tagged in different ways depending on which interface you work with: classic or modern. Most of the images in the manual are taken from the modern interface, but when there are significant differences we show both interfaces.

1.1 LANGUAGE PROCESSING SERVICE

Document Tagger uses the [Google Cloud Natural Language](#) for the text analysis. As Google Cloud Natural Language supports document of the size less than 1MB, the current version of *Document Tagger* only reads the first 1MB of documents that are bigger than 1MB.

1.1.1 RELEVANCE

Systems for text analysis are continuously improved, but semantic word processing is still a young science and you will probably have some suggestions you don't want to use. For best result, you should therefore always review the keyword suggestions and uncheck the ones you find irrelevant. *Document Tagger* still makes the process of tagging documents much easier and quicker than manual tagging.

1.1.2 SECURITY

As *Document Tagger* sends documents to Google Cloud Natural Language for text analysis, Google Cloud's security model ensures that your organization's information is secure.

The content is purged immediately after the successful extraction of metadata. Also refer to the [Google Cloud Natural Language security policy](#).

1.2 LANGUAGES

The language of *Document Tagger* is automatically set to the same as on the SharePoint site. The supported languages are: Danish, Dutch, English, French, German, Italian, Norwegian, Portuguese, Spanish and Swedish. When the SharePoint site has another language, *Document Tagger* will be in English.

For document analysis, as we use Google Cloud Natural Language, the languages that are supported for tagging are: English, Chinese, French, German, Italian, Japanese, Korean, Spanish and Portuguese: [<https://cloud.google.com/natural-language/docs/languages>]

When Google Cloud Natural Language starts supporting more languages in the future, *Document Tagger* will automatically support the analysis in those languages also.

1.3 REQUIREMENTS

To use *Document Tagger* you need to have SharePoint 2013 or above (in-house or hosted) or Office 365 SharePoint Online.

Supported browsers are Microsoft Edge, Internet Explorer 9 and higher and the latest version of Google Chrome or Mozilla Firefox.

1.4 FORMATS

Document Tagger supports DOCX, PDF, PPTX, TXT and XLSX files.

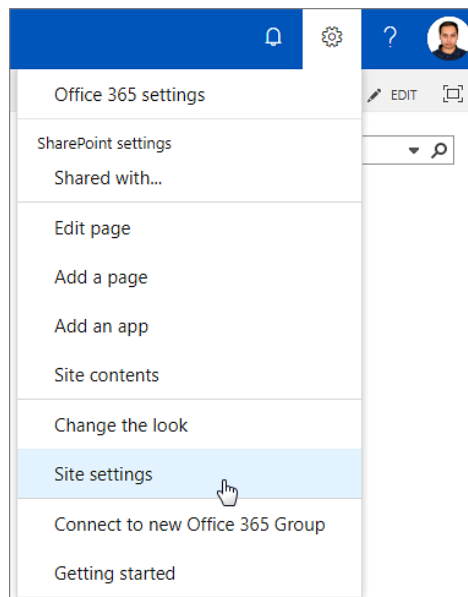
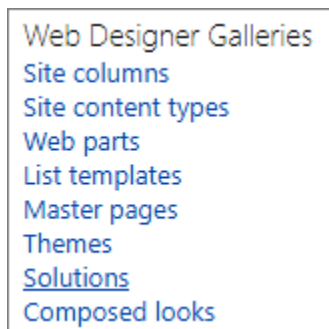
2 INSTALLATION

Document Tagger is installed as a SharePoint Solution in a Site Collection, and it needs to be activated for each site where it will be used.

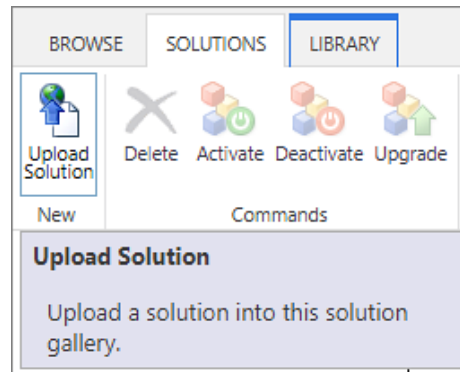
2.1 INSTALL AND ACTIVATE FOR SITE COLLECTION

Download the file **DocumentTagger.wsp** from the kalmstrom.com website to any folder on your computer. Then follow these steps to add *Document Tagger* to a site collection.

1. Go to the root site of the SharePoint site collection where you want to use *Document Tagger* and click on the Settings icon at the top.
2. Select the Site settings option.
(If you don't see this option, most likely you don't have the appropriate permissions. You need to be the **site collection Administrator** to install solutions.)
3. Under Web Designer Galleries, select "Solutions".



4. Next step is to upload the solution – which is the .wsp file you downloaded from the kalmstrom.com website. Click on the 'Upload Solution' button and browse to the file **DocumentTagger.wsp** on your computer. (Open the SOLUTIONS tab if the 'Upload Solution' button is not visible.)
5. When the file has been uploaded, you will be shown a dialog where you can **activate** the solution.
6. Now *Document Tagger* is available for all sites in this site collection.



If you want to use *Document Tagger* in multiple site collections, you need to follow the steps above for each site collection. Premium subscribers may request a PowerShell script for installation in multiple site collections.

2.2 ACTIVATE ON SITE

When *Document Tagger* is installed in a site collection you need to activate the solution for each site it should be used on.

1. Go to the site where you want to activate *Document Tagger* and once again select Site settings.
2. Select “**Manage site features**” under Site Actions. (If you don’t see this option, most likely you don’t have the appropriate permissions. You need to be a **site owner or site designer** to manage site features.)
3. Find the *Document Tagger* entry in the list of Site Features. Click on the **Activate** button to activate it.

Site Actions
[Manage site features](#)
[Save site as template](#)
[Enable search configuration export](#)
[Reset to site definition](#)
[Delete this site](#)

When *Document Tagger* is activated on a SharePoint site, a ‘Tag Document’ button is added to all the document libraries in that site.

2.3 SITE SETTINGS LINK

When *Document Tagger* has been activated for a site, there is a *Document Tagger* link in the Site settings, under the Web Designer Galleries heading.

Web Designer Galleries
[Site columns](#)
[Site content types](#)
[Web parts](#)
[List templates](#)
[Master pages](#)
[Themes](#)
[Solutions](#)
[Composed looks](#)
[Document Tagger](#)

When you click on this link, a ‘Get Started’ page will be displayed. Refer to First Time Usage.

2.4 PERMISSIONS

Standard SharePoint permissions are used for *Document Tagger*.

2.4.1 USERS

People who should work with tagging documents must have at least Contribute permission over the document library/libraries where they need to tag documents, within the SharePoint site where *Document tagger* is installed.

2.4.2 ADMINISTRATOR

The *Document Tagger* administrator must have Full control over the site where *Document Tagger* is activated.

At first time use, refer to chapter 3 below, the admin must have Full control over the site collection.

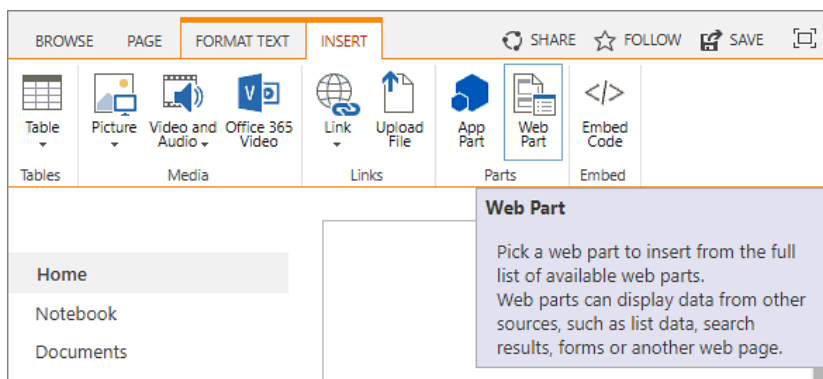
2.4.3 VISITORS

For people who just need to see the documents, it is sufficient with Read permission over document library. Visitors will not be able to tag documents or remove tags, but they will be able to use the keywords to find documents and to view the tagged documents.

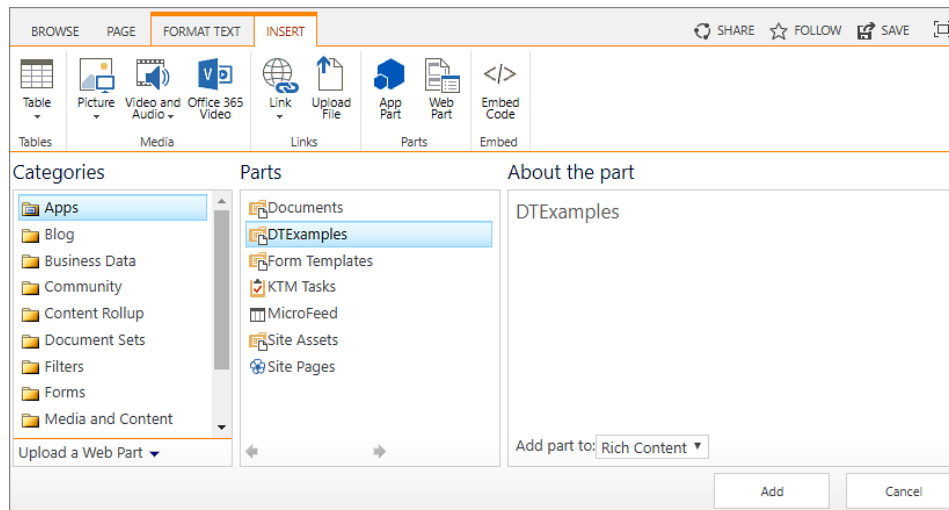
2.5 ADD AS WEB PART

Document Tagger can also be used when a SharePoint library is added as a classic web part or app part.:

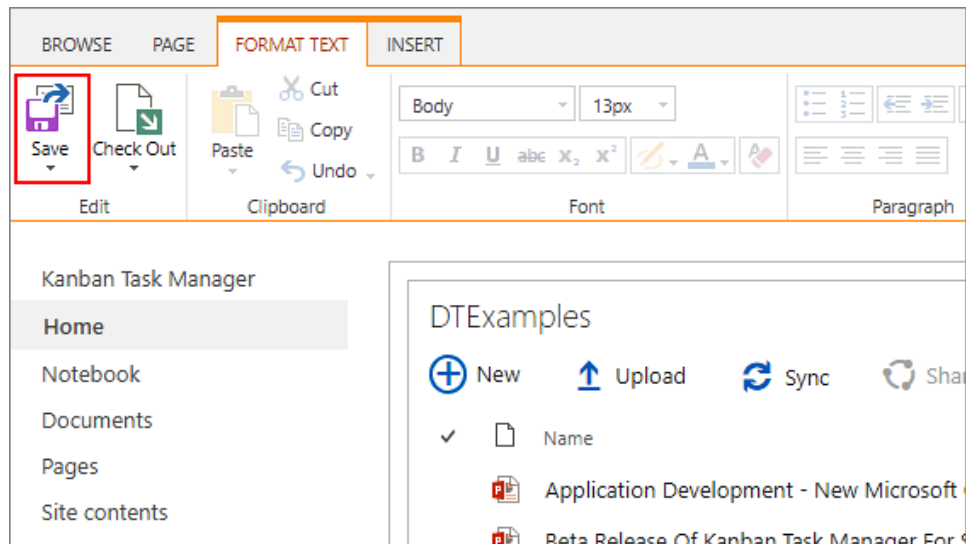
1. Go to the SharePoint site where *Document Tagger* is installed.
2. Click on 'Edit' on the top right of the SharePoint page where you want to add the web/app part. The page will open in Edit mode.
3. Open the INSERT tab and click on 'Web Part'.



4. Select the SharePoint library you wish to add, here 'DTEExamples'.
5. Click on 'Add'.



6. Click on 'Save'.

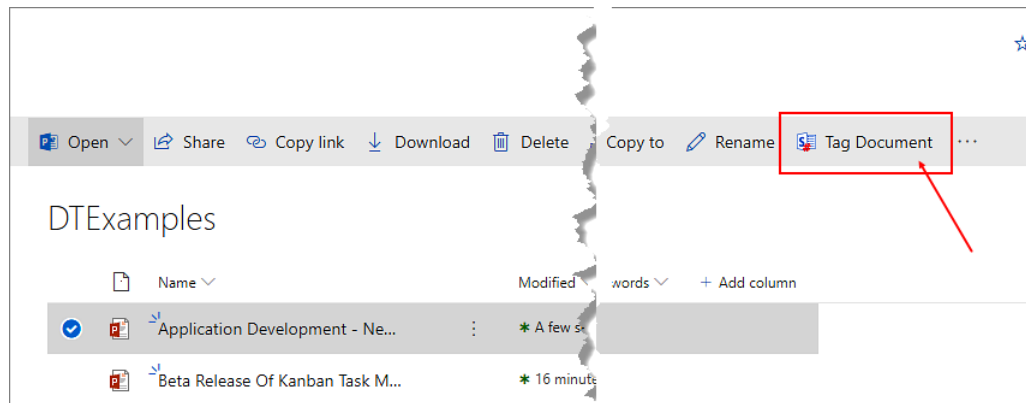


7. Now the SharePoint library is added as a web part to the page.

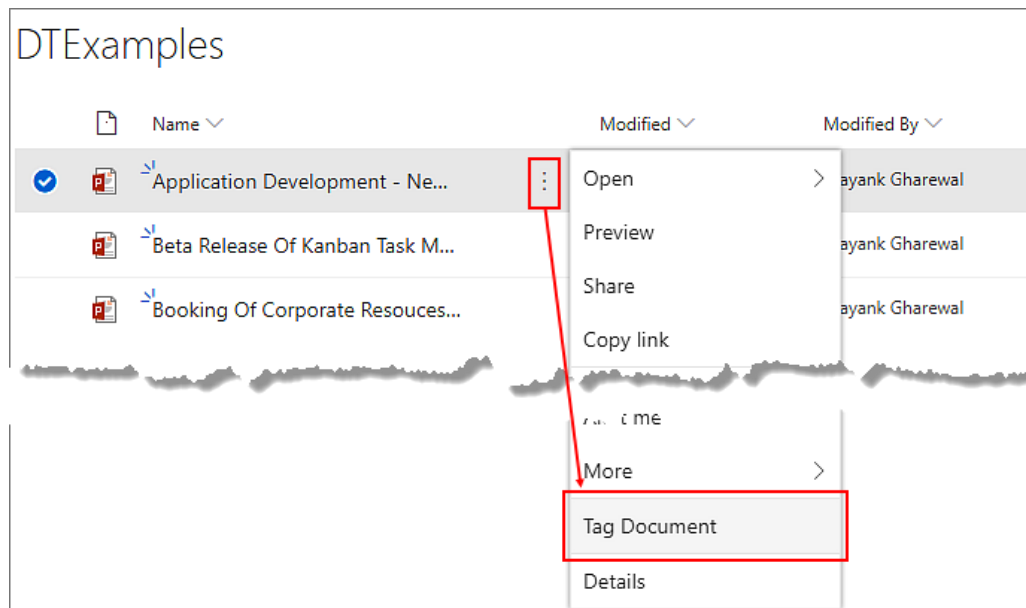
2.5.1 WHEN A SHAREPOINT LIBRARY HAS BEEN ADDED TO A PAGE, YOU CAN TAG THE DOCUMENTS IN THE SAME THREE WAYS AS YOU TAG THEM IN THE CLASSIC INTERFACE, REFER TO 4.1.2 TAGGING IN THE MODERN INTERFACE

In the modern interface, tagging can be done in two ways:

1. Select a document and click on the 'Tag Document' button in the command bar.



2. Select a document, click on the vertical ellipsis and then on 'Tag Document'.



Tagging in the Classic Interface.

Note: Due to a SharePoint bug, that we hope will be solved soon, *Document Tagger* currently doesn't work with document libraries that are embedded in modern SharePoint pages.

2.6 TERM STORE

All *Document Tagger* keywords are added to the Enterprise Keywords folksonomy, which is stored in the SharePoint Admin center Term Store and available across the farm or tenant. The concept of tagging is well-known from social media, and usually this freedom of suggesting keywords, or tags, works in SharePoint too.

If you still need to edit the keywords, for example to remove wrongly spelled or inappropriate words, this is done in the Term Store. You need to be a SharePoint admin to perform this action.

1. In the SharePoint Admin center, click on the 'term store' link in the left pane.
2. (The first time this is done, add yourself as Administrator of the Term Store.)
3. Open the Keywords accordion and move or delete keywords.

3 FIRST TIME USAGE

When *Document Tagger* has been activated on a site, a “Get Started” page is shown when you click on the “Document Tagger” link in the Site settings.

From the “Get Started” page, you can generate an example library if you don't want to try *Document tagger* with your own files. You can also reach the Manual web page, to download this manual.

Get started with *Document Tagger*

Congratulations! Now *Document Tagger* has been installed in this site, and there is a new ‘Tag Document’ button in all document libraries. When you click on that button, *Document Tagger* tags the selected documents with keywords, which you can either accept or reject.

If you don't want to try *Document Tagger* with your own files, you can create an example library in the [Document Tagger Settings](#) with documents that you can use for testing.

This is how you tag SharePoint document library files in sites where *Document Tagger* is installed:

1. Select one or several documents.
2. Click on the ‘Tag Document’ button.
3. In a few seconds, keywords will be suggested based on the text in your document.
4. Check the keywords. Remove those that are not needed and add keywords that are missing in the suggestion. Click OK when you are satisfied.
5. The tags are added to the document and to the Enterprise Keywords.

The Enterprise Keywords are stored centrally in SharePoint, which means that once a keyword has been added in one library, it will come up as a suggestion when a user starts writing a similar word in the same or another library.

The SharePoint Search is metadata driven, so by using *Document Tagger* you will have more relevant search hits. But better search is just one of the advantages. With tags you can easily analyze and categorize your documents in different ways, and you can create SharePoint views and forms using tags.

Document Tagger and metadata management is described in detail in the [manual](#). You are also always welcome to contact the [kalmstrom.com support](#). team if you have questions.

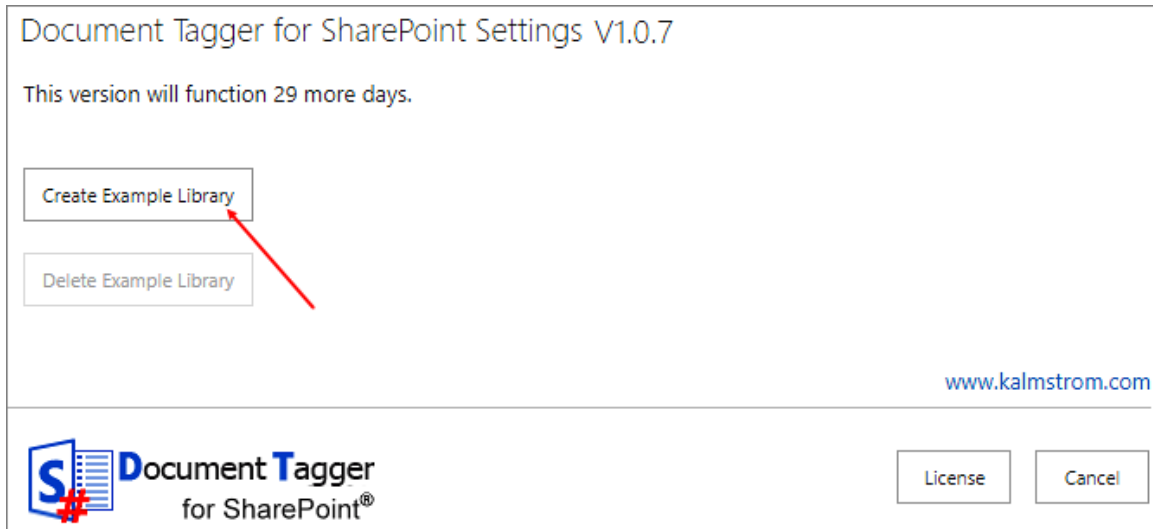
Good luck with *Document Tagger*

Peter Kalmström
CEO and Systems Designer
kalmstrom.com Business Solutions



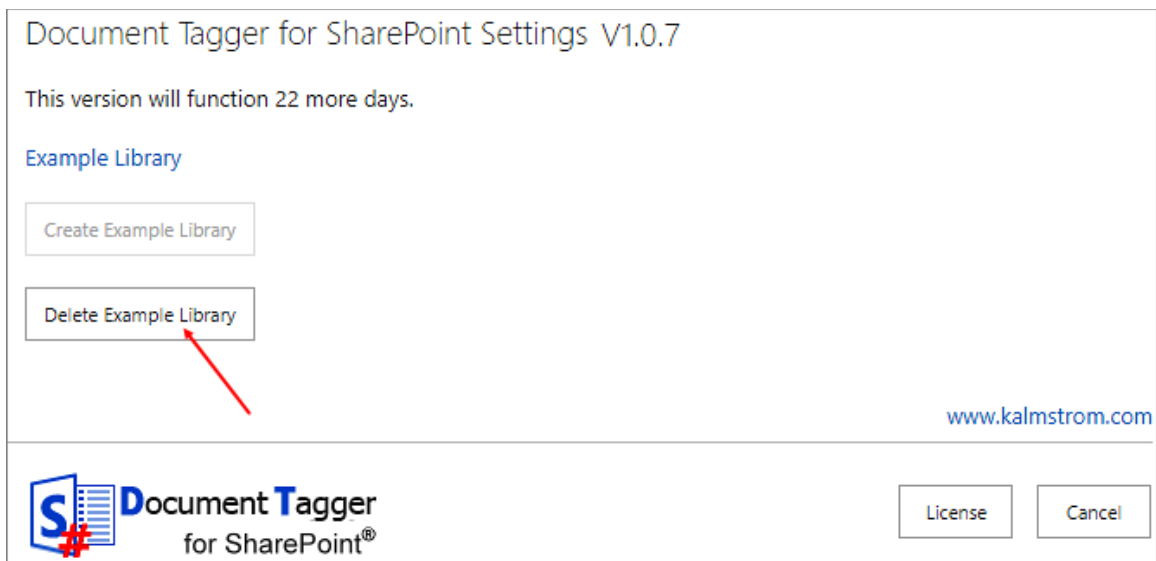
3.1 EXAMPLE LIBRARY

If you choose to first generate an example library for the evaluation, click on the ‘*Document Tagger* Settings’ link in the “Get Started” page. Then click on ‘Create Example Library’ to create an Example library called ‘DTExamples’ with different file formats.

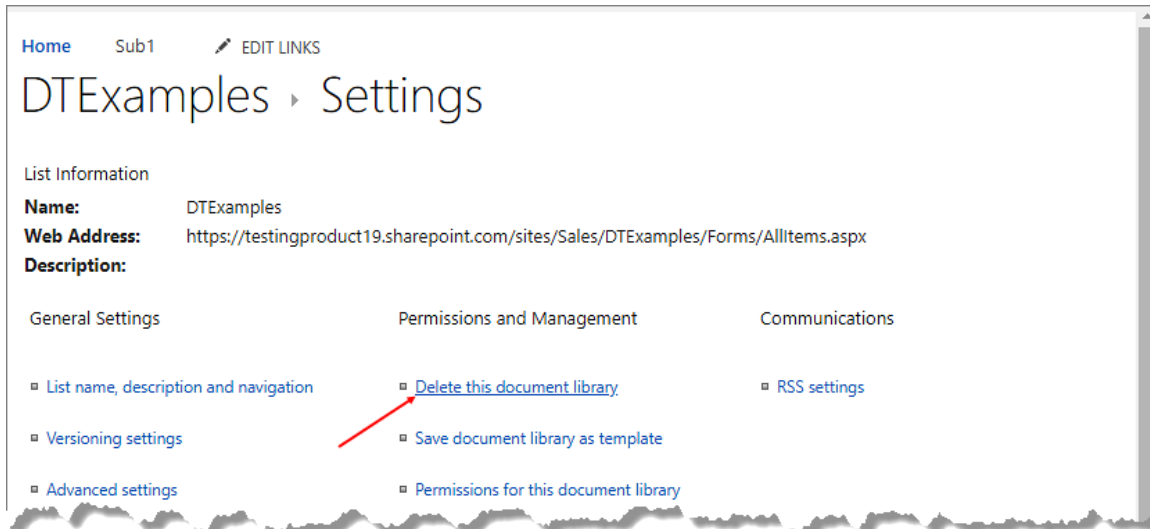


3.2 REMOVE EXAMPLE LIBRARY

To remove the example library, go to the *Document Tagger* Settings from the 'Document Tagger' link under 'Web Designer Galleries' in the Site settings. Then click on 'Delete Example Library', and your example library will be deleted.



Another way to remove the example library is to open its library settings. Then click on 'Delete this document library'.

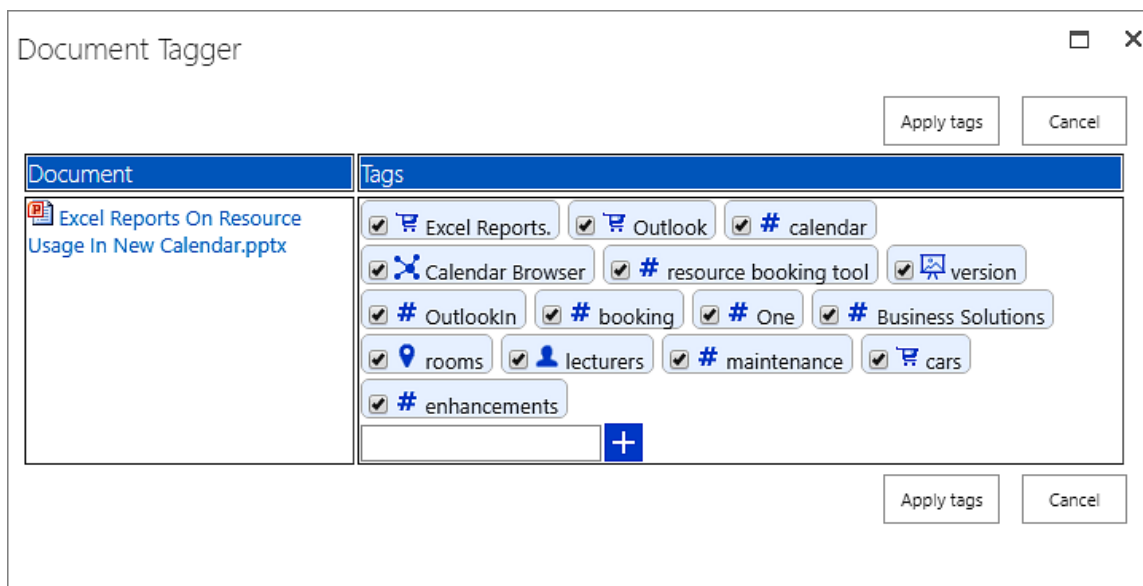


4 HOW TO TAG AND USE TAGS

With *Document Tagger*, you can tag newly uploaded documents as well as existing documents.

4.1 TAG A DOCUMENT

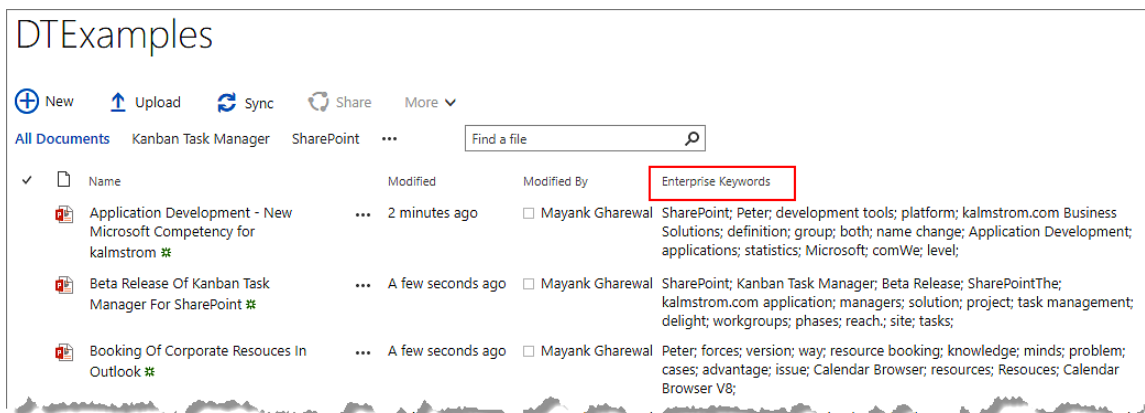
Select a document in a SharePoint document library and click on the 'Tag Document' button. Depending on the interface and tagging method a new window or a pop-up window with tagging suggestions will open. *Document Tagger* will make a semantic analysis of the document you have selected and suggest the top 15 keywords based on the text of the selected document.

A screenshot of the 'Document Tagger' window. The window has a title bar with 'Document Tagger' and standard window controls. Inside, there's a 'Document' column on the left showing a file named 'Excel Reports On Resource Usage In New Calendar.pptx'. To the right is a 'Tags' column containing a grid of suggested tags, each with a checkbox. The tags include 'Excel Reports.', 'Outlook', '# calendar', 'Calendar Browser', '# resource booking tool', 'version', '# Outlookin', '# booking', '# One', '# Business Solutions', 'rooms', 'lecturers', '# maintenance', 'cars', and '# enhancements'. At the bottom of the tags grid is an input field with a plus sign. On the right side of the window are two buttons: 'Apply tags' and 'Cancel'.

You can uncheck the boxes for the tags you find irrelevant.

If you want to add another tag, write in your keyword in the field at the plus sign. Click on the plus sign, or press Enter, to add the keyword to the document tags. Write in another keyword, if necessary, and click on plus or press Enter. When you are finished, click on 'Apply tags' to save the tags.

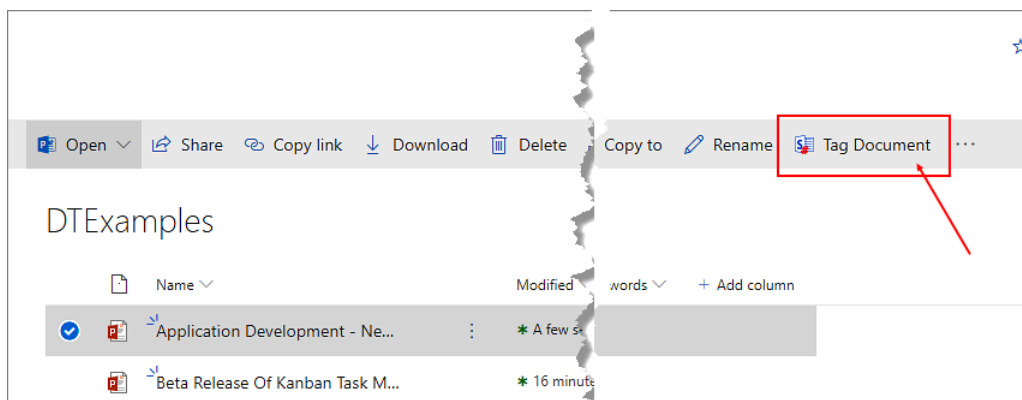
The tags will be displayed in the 'Enterprise Keywords' column in the document library.



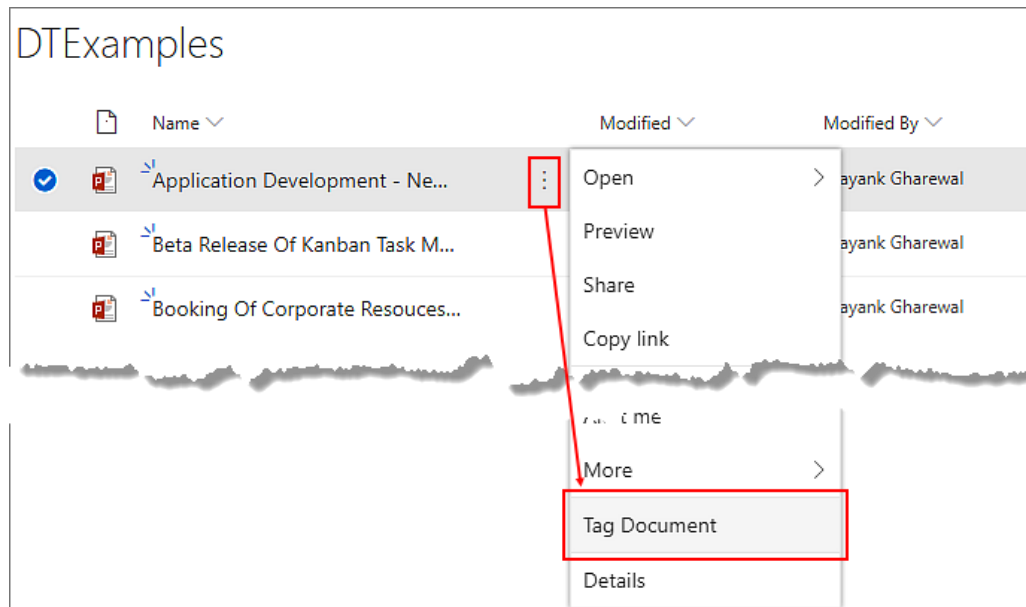
4.1.1 TAGGING IN THE MODERN INTERFACE

In the modern interface, tagging can be done in two ways:

3. Select a document and click on the 'Tag Document' button in the command bar.



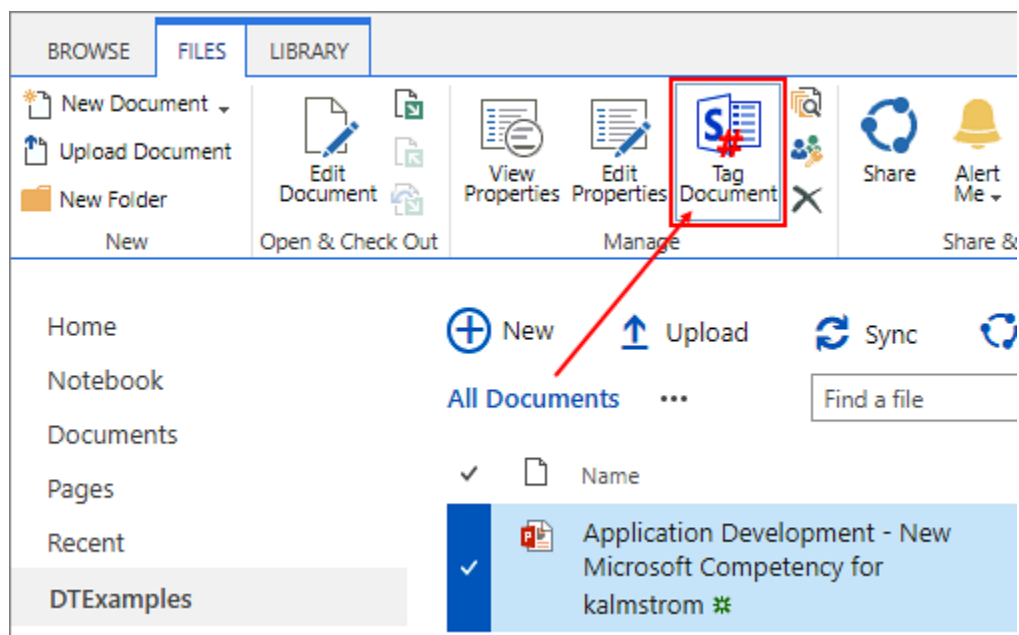
4. Select a document, click on the vertical ellipsis and then on 'Tag Document'.



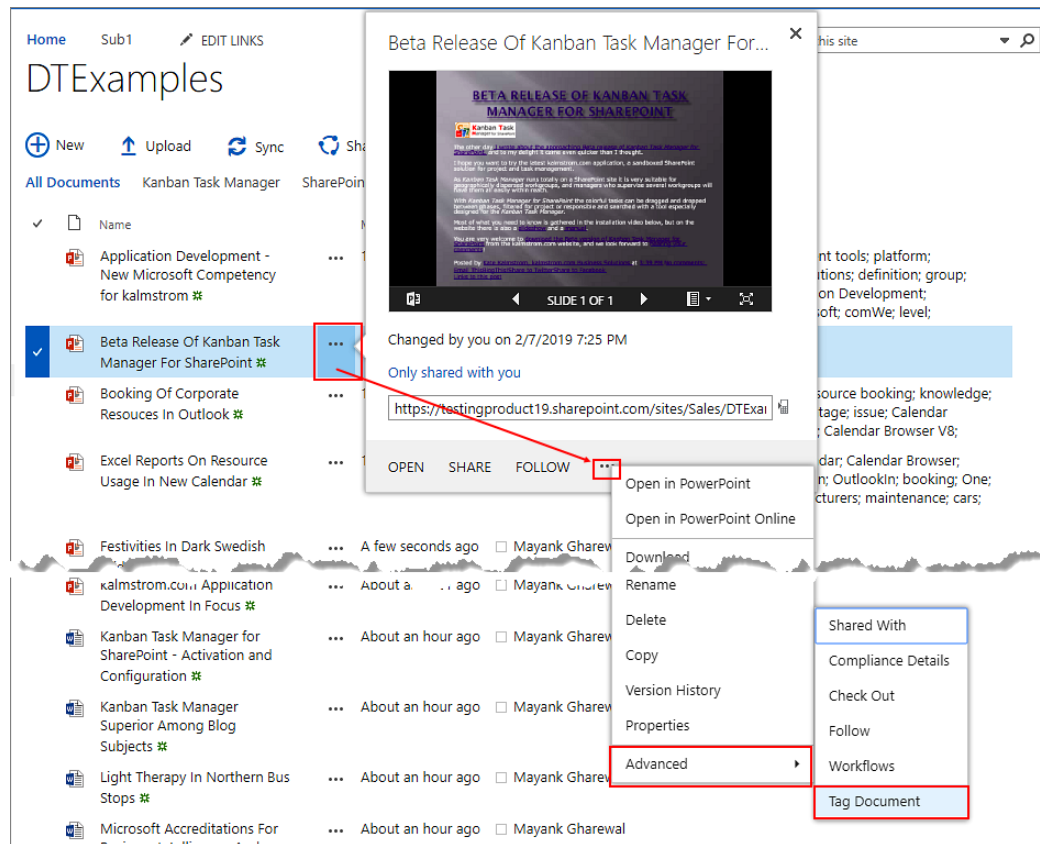
4.1.2 TAGGING IN THE CLASSIC INTERFACE

In the classic interface, tagging can be done in two ways:

1. Select a document and click on the 'Tag Document' button, under the 'Files' tab in the ribbon.

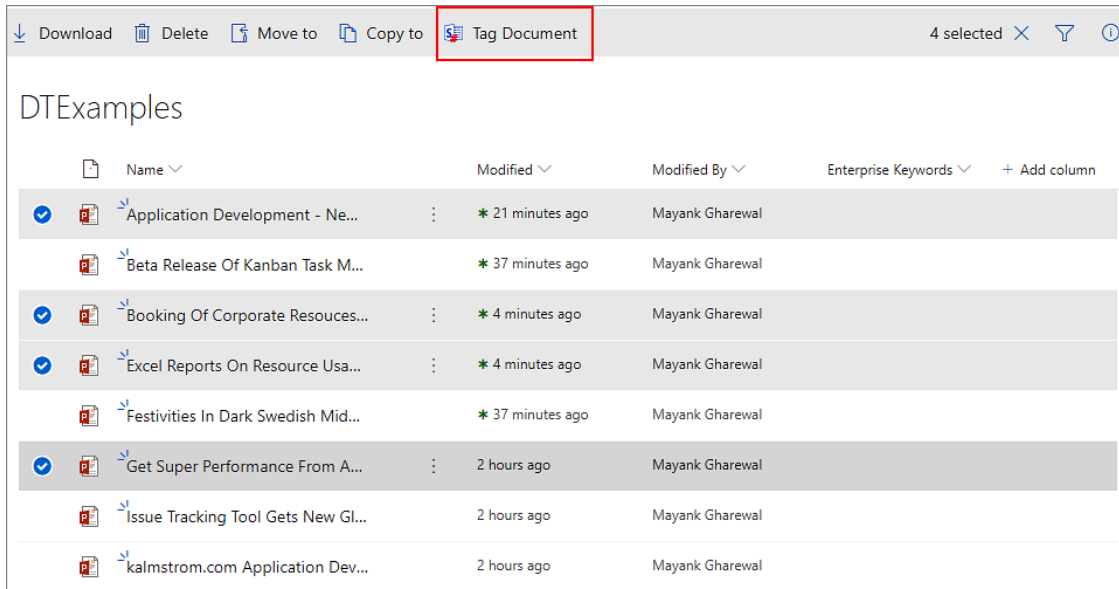


2. Select a document and click on the horizontal ellipsis. Again click on the horizontal ellipsis, go to 'Advanced' and select 'Tag Document'.







4.2 TAG MULTIPLE DOCUMENTS

With *Document Tagger*, you can tag multiple documents at a time. To tag multiple documents, select the documents and click on the 'Tag Document' button in the command bar or ribbon.



	Name	Modified	Modified By	Enterprise Keywords	+ Add column
<input checked="" type="checkbox"/>	Application Development - Ne...	21 minutes ago	Mayank Gharewal		
<input checked="" type="checkbox"/>	Beta Release Of Kanban Task M...	37 minutes ago	Mayank Gharewal		
<input checked="" type="checkbox"/>	Booking Of Corporate Resouces...	4 minutes ago	Mayank Gharewal		
<input checked="" type="checkbox"/>	Excel Reports On Resource Usa...	4 minutes ago	Mayank Gharewal		
<input checked="" type="checkbox"/>	Festivities In Dark Swedish Mid...	37 minutes ago	Mayank Gharewal		
<input checked="" type="checkbox"/>	Get Super Performance From A...	2 hours ago	Mayank Gharewal		
<input checked="" type="checkbox"/>	Issue Tracking Tool Gets New Gl...	2 hours ago	Mayank Gharewal		
<input checked="" type="checkbox"/>	kalmstrom.com Application Dev...	2 hours ago	Mayank Gharewal		

When you tag multiple documents, *Document Tagger* will analyze the documents and suggest top 15 keywords for each of them.

Document	Tags
<p> Application Development - New Microsoft Competency for kalmstrom.pptx</p>	<div> <input checked="" type="checkbox"/> Peter <input checked="" type="checkbox"/> # development tools <input checked="" type="checkbox"/> # platform </div> <div> <input checked="" type="checkbox"/> # kalmstrom.com Business Solutions <input checked="" type="checkbox"/> # definition <input checked="" type="checkbox"/> # group <input checked="" type="checkbox"/> # both </div> <div> <input checked="" type="checkbox"/> # name change <input checked="" type="checkbox"/> # Application Development <input checked="" type="checkbox"/> # applications </div> <div> <input checked="" type="checkbox"/> # statistics <input checked="" type="checkbox"/> # Microsoft <input checked="" type="checkbox"/> # comWe <input checked="" type="checkbox"/> # SharePoint <input checked="" type="checkbox"/> # level </div> <div> <input type="text"/> + </div>
<p> Booking Of Corporate Resources In Outlook.pptx</p>	<div> <input checked="" type="checkbox"/> Peter <input checked="" type="checkbox"/> # forces <input checked="" type="checkbox"/> # version <input checked="" type="checkbox"/> # way <input checked="" type="checkbox"/> # resource booking </div> <div> <input checked="" type="checkbox"/> # knowledge <input checked="" type="checkbox"/> # minds <input checked="" type="checkbox"/> # problem <input checked="" type="checkbox"/> # cases <input checked="" type="checkbox"/> # advantage </div> <div> <input checked="" type="checkbox"/> # issue <input checked="" type="checkbox"/> # Calendar Browser <input checked="" type="checkbox"/> # resources <input checked="" type="checkbox"/> # Resources </div> <div> <input checked="" type="checkbox"/> # Calendar Browser V8 </div> <div> <input type="text"/> + </div>
<p> Excel Reports On Resource Usage In New Calendar.pptx</p>	<div> <input checked="" type="checkbox"/> Excel Reports. <input checked="" type="checkbox"/> Outlook <input checked="" type="checkbox"/> # calendar <input checked="" type="checkbox"/> # Calendar Browser </div> <div> <input checked="" type="checkbox"/> # resource booking tool <input checked="" type="checkbox"/> # version <input checked="" type="checkbox"/> # OutlookIn <input checked="" type="checkbox"/> # booking </div> <div> <input checked="" type="checkbox"/> # One <input checked="" type="checkbox"/> # Business Solutions <input checked="" type="checkbox"/> # rooms <input checked="" type="checkbox"/> # lecturers </div> <div> <input checked="" type="checkbox"/> # maintenance <input checked="" type="checkbox"/> # cars <input checked="" type="checkbox"/> # enhancements </div> <div> <input type="text"/> + </div>
<p> Get Super Performance From An Average Laptop.pptx</p>	<div> <input checked="" type="checkbox"/> gamer <input checked="" type="checkbox"/> # RAM. <input checked="" type="checkbox"/> # lot <input checked="" type="checkbox"/> # SSD. <input checked="" type="checkbox"/> Peter Kalmstrom </div> <div> <input checked="" type="checkbox"/> # price tag <input checked="" type="checkbox"/> # performance <input checked="" type="checkbox"/> # bit <input checked="" type="checkbox"/> # hard drive <input checked="" type="checkbox"/> # laptop </div> <div> <input checked="" type="checkbox"/> # costl <input checked="" type="checkbox"/> # screen <input checked="" type="checkbox"/> # computers <input checked="" type="checkbox"/> # recipe </div> <div> <input checked="" type="checkbox"/> # virtualization features </div> <div> <input type="text"/> + </div>

You can uncheck the boxes for keywords you find irrelevant. If you want, you may also add a keyword by writing it in the field at the plus sign and click '+' or press Enter.

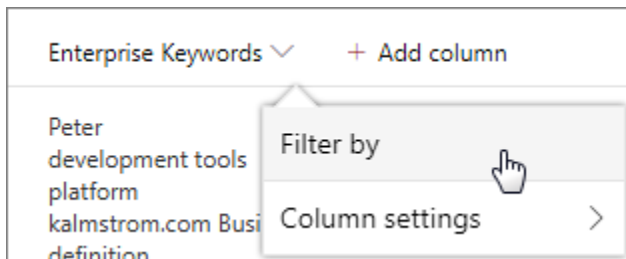
Then click on 'Apply tags' to save.

4.3 FILTER BY TAG

You may filter the Enterprise Keywords column by one or several tags.

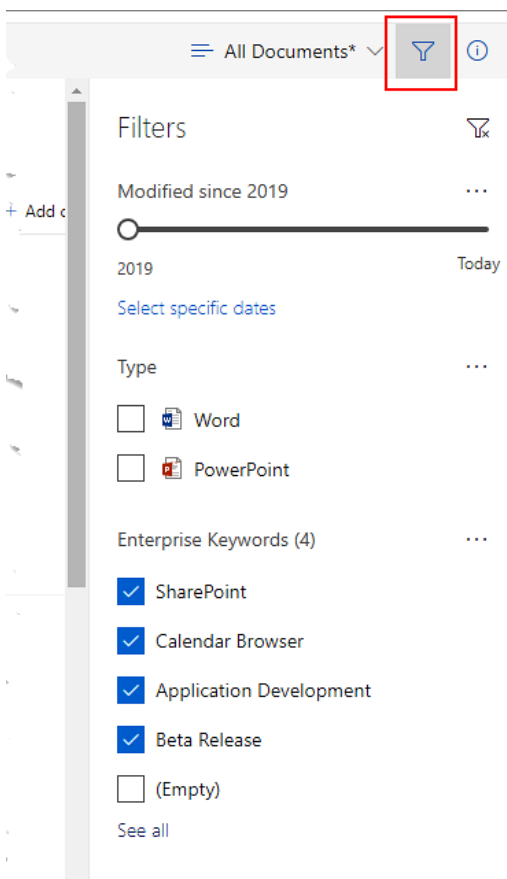
4.3.1 FILTER ICON IN THE MODERN INTERFACE

To filter documents in the modern interface, click on the accordion to the right of the 'Enterprise Keywords' column and select 'Filter by'. A filter pane opens to the right, displaying all the keywords by which you can filter the column.



In the modern interface you can also filter any column in the right pane. Click on the filter icon at the top right corner of the command bar and a filter pane opens where you will see the columns that you could apply filter on.

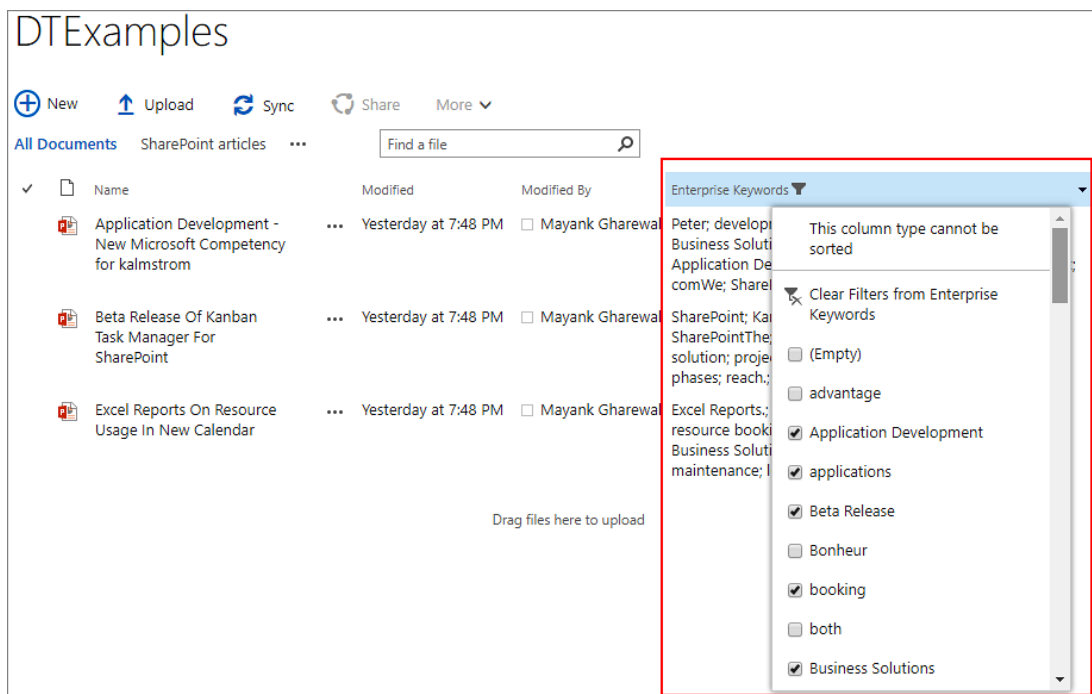
Under 'Enterprise Keywords' click on 'See all' to view all the keywords. Check the box for the keywords as per your needs. When you click on 'Apply', all the documents that have the selected keywords will be displayed.



To remove the filter, click on the clear filter icon at the top right corner of the filter pane.

4.3.2 FILTER IN THE CLASSIC INTERFACE

In the classic interface, move the cursor over the 'Enterprise Keywords' column and expand the accordion. You can check the boxes for the keywords as per your needs. As you start checking the boxes, the documents start getting filtered according to the keywords.



To remove the filter, click on the 'Clear Filters from Enterprise Keywords' option in the dropdown.

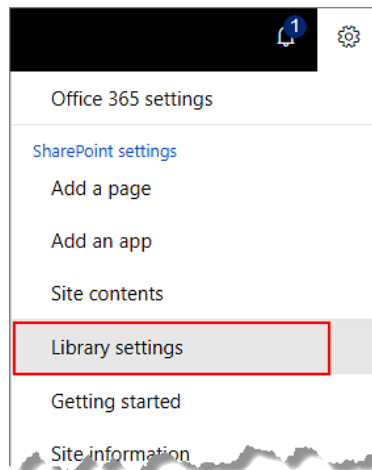
4.4 VIEW BY TAG

You may create views where you see all documents that have one or more specified tag(s). This is especially useful if you want to keep track of any new documents added about a certain subject.

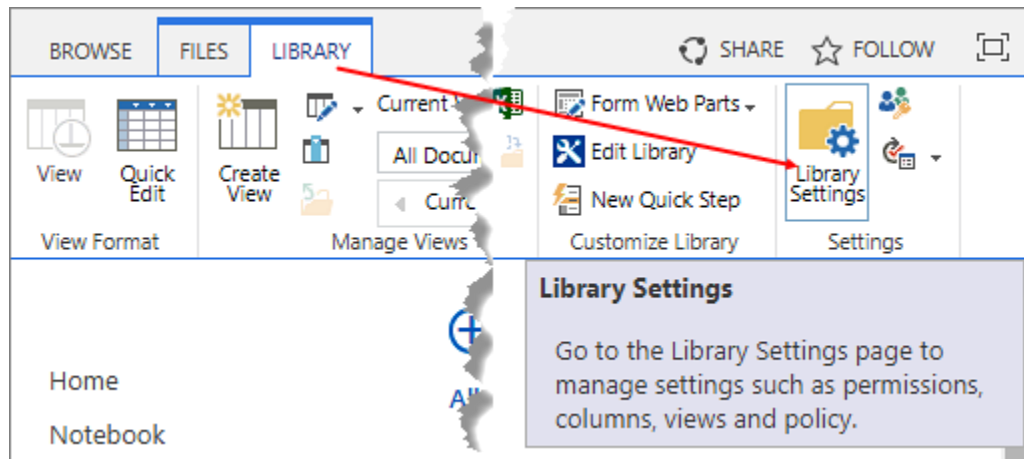
To create a view by tag, follow the steps below:

1. In the SharePoint library, go to 'Library settings'.

Modern interface:



Classic interface: Go to the SharePoint document library, then click on the 'Library Settings' button under the 'Library' tab in the ribbon.



2. Click on 'Create View'.

DTEexamples ▸ Settings

List Information

Name: DTEexamples

Web Address: <https://testingproduct19.sharepoint.com/sites/Sales/DTEexamples/Forms/AllItems.aspx>

Description:

General Settings

- [List name, description and navigation](#)
- [Versioning settings](#)
- [Advanced settings](#)

Permissions and Management

- [Delete this document library](#)
- [Save document library as template](#)
- [Permissions for this document library](#)

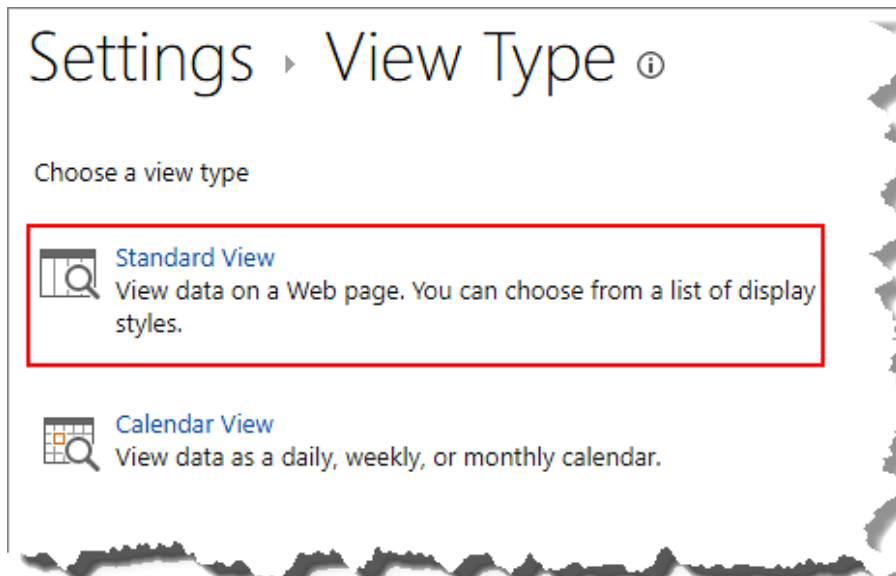
Views

A view of a document library allows you to see a particular selection of items or to see the items sorted in a particular document library:

View (click to edit)	Default View	Mobile View
All Documents	✓	✓
SharePoint		✓
Kanban Task Manager		✓

- [Create view](#)

3. Select 'Standard View'.



4. Name the view, for example "SharePoint articles". Under 'Filter', at 'Show the items when column', select 'Enterprise Keywords' from the dropdown. Keep 'is equal to' and write the keyword in the last box: 'SharePoint'. Then click 'OK'.

Settings ▸ Create View ⓘ

OK Cancel

Name

Type a name for this view of the document library. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.

View Name:

SharePoint articles

☐ Make this the default view
(Applies to public views only)

Audience

Select the option that represents the intended audience for this view.

View Audience:

☐ Create a Personal View
Personal views are intended for your use only.

Filter

Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type **[Today]** or **[Me]** as the column value. Use indexed columns in the first clause in order to speed up your view. Filters are particularly important for lists containing 5,000 or more items because they allow you to work with large lists more efficiently. [Learn about filtering items.](#)

☐ Show all items in this view

☒ Show items only when the following is true:

Show the items when column

Enterprise Keywords

is equal to

SharePoint

☐ And ☒ Or

When column

None

is equal to

Show More Columns...

Tabular View

Group By

Totals

Style

Folders

Item Limit

Mobile

Adjust mobile settings for this view.

☒ Enable this view for mobile access
(Applies to public views only)

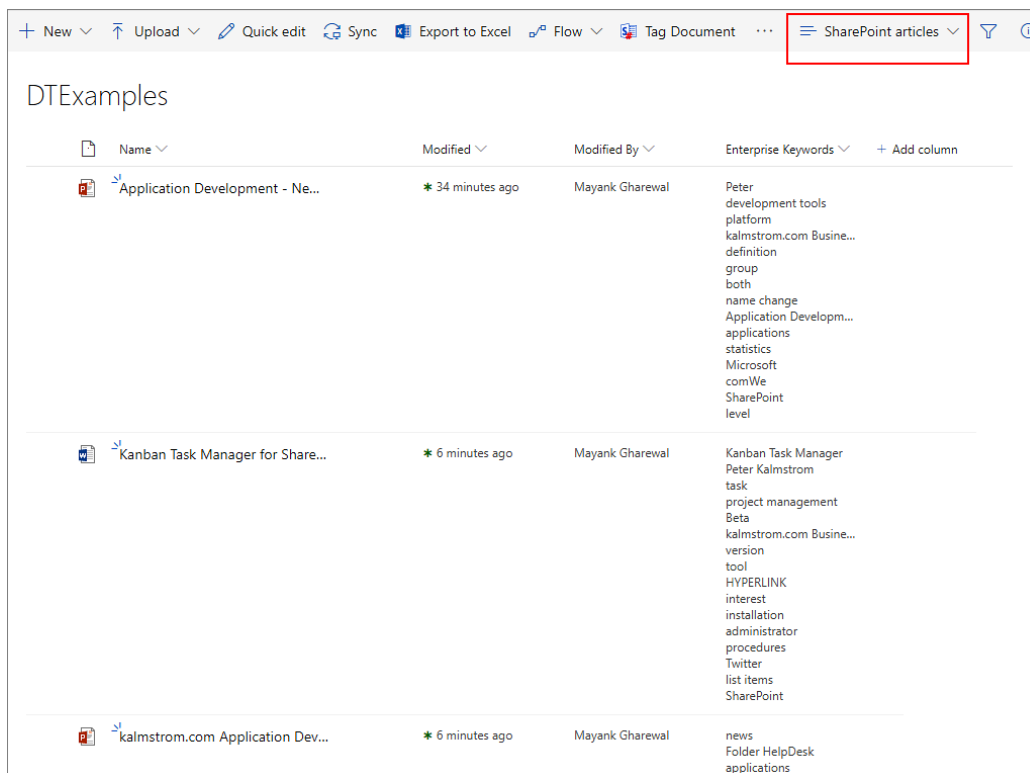
☐ Make this view the default view for mobile access
(Applies to public views only)

Number of items to display in list view web part for this view:
3

Field to display in mobile list simple view:
Name (linked to document with edit menu)

OK Cancel

5. Now when you select the “SharePoint articles” view, all the documents having the tag ‘SharePoint’ will be displayed .



Name	Modified	Modified By	Enterprise Keywords
Application Development - Ne...	34 minutes ago	Mayank Gharewal	Peter development tools platform kalmstrom.com Busine... definition group both name change Application Developm... applications statistics Microsoft comWe SharePoint level
Kanban Task Manager for Share...	6 minutes ago	Mayank Gharewal	Kanban Task Manager Peter Kalmstrom task project management Beta kalmstrom.com Busine... version tool HYPERLINK interest installation administrator procedures Twitter list items SharePoint
kalmstrom.com Application Dev...	6 minutes ago	Mayank Gharewal	news Folder HelpDesk applications

You can also create views for more than one tag, by adding more tags under the first one. Select ‘And’ or ‘Or’, select the Enterprise Keywords column again and write in the next tag.

5 UPGRADE

Subscribers who do not use a Premium copy should download the new version from [the kalmstrom.com Upgrade page](http://the.kalmstrom.com/Upgrade.page). Premium Subscribers will get a message from kalmstrom.com when their setup file has been updated.

To upgrade *Document Tagger*, deactivate the solution from the site collection and replace the old **DocumentTaggerSP.wsp** file with the new version of the file. After this, you need to re-activate the site feature on each site where *Document Tagger* is used.

This is the upgrade process:

1. Deactivate *Document Tagger* on all sites where it is activated.
2. Deactivate the old DocumentTagger.wsp file under Site settings >Solutions.
3. Delete the old DocumentTagger.wsp file.
4. Upload the new DocumentTagger.wsp file to the Solutions gallery.
5. Activate the new DocumentTagger.wsp file for the site collection.
6. Activate *Document Tagger* on each site where it is used.

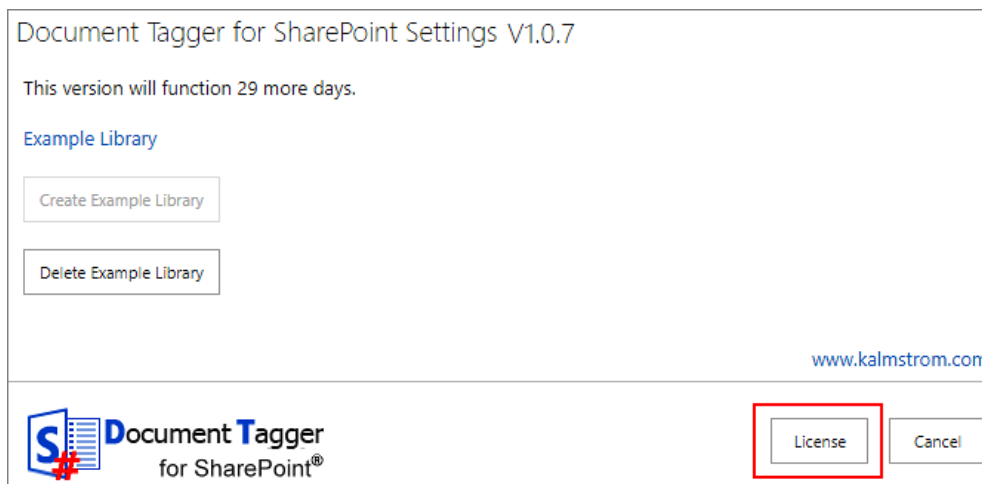
A PowerShell script for the whole process can be provided on request. The script is free for Premium subscribers.

6 REGISTRATION

You may evaluate *Document Tagger* without cost and with full functionality for 30 days.

When the 30 days evaluation period has expired, you must either order a register free Premium copy or register *Document Tagger*.

To register, go to the *Document Tagger* Settings page from the Site settings.



Document Tagger for SharePoint Settings V1.0.7


This version will function 29 more days.

[Example Library](#)

Create Example Library

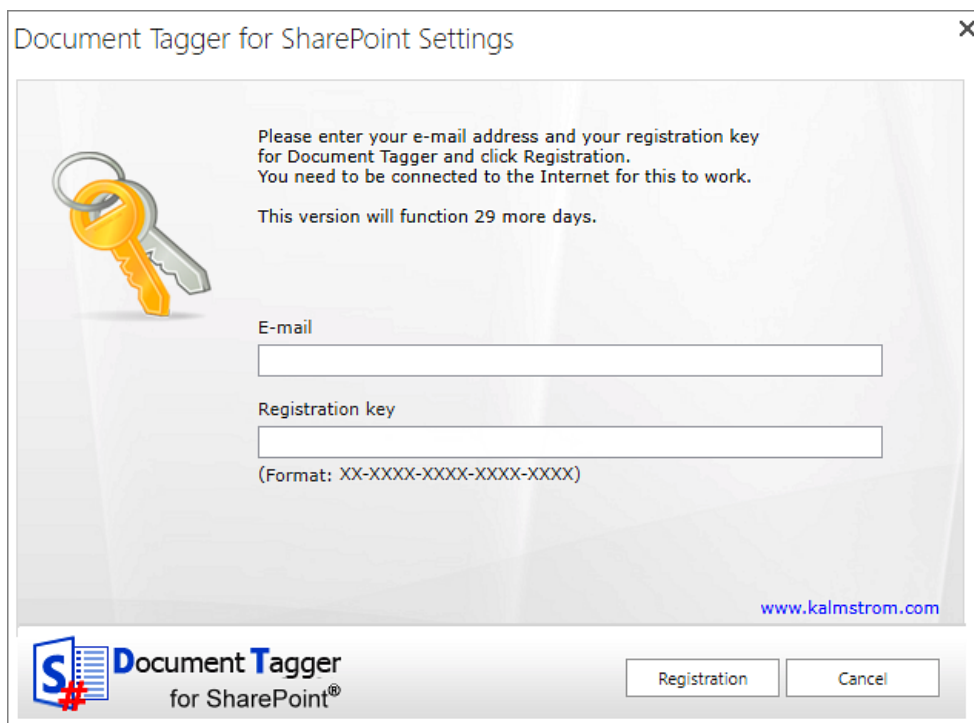
Delete Example Library

www.kalmstrom.com

 **Document Tagger**
for SharePoint®

License Cancel

Click on the 'License' button, and a registration dialog will open.



Document Tagger for SharePoint Settings

Please enter your e-mail address and your registration key for Document Tagger and click Registration. You need to be connected to the Internet for this to work.


This version will function 29 more days.

E-mail

Registration key

(Format: XX-XXXX-XXXX-XXXX)

www.kalmstrom.com

 **Document Tagger**
for SharePoint®

Registration Cancel

Enter an e-mail address with your company domain and the registration key you have received from kalmstrom.com. Then click on 'Registration'.

7 CONTACT

If you have any kind of problem or questions about *Document Tagger*, there are several ways of contacting us:

E-mail support@kalmstrom.com – Technical issues

sales@kalmstrom.com – General issues

Telephone +46 739 206 106

8 REMOVAL AND DEACTIVATION

Should *Document Tagger* not be used in a site anymore, there are two ways to remove it.

1. Deactivate *Document Tagger*: Site settings > Site Actions > Manage site features.

This removes the functionality from the site, but as long as the solution is available in the site collection it may be activated again.

2. Remove the *Document Tagger* WSP file from the site collection root file: Site settings > Site Actions > Solutions. This removes *Document Tagger* from all sites in the site collection, and the solution can no longer be used or activated.

9 MORE SHAREPOINT TIPS

You surely have noticed that *Document Tagger* uses what is best in SharePoint. For tips on SharePoint usage in general, please refer to [the kalmstrom.com Tips section](http://www.kalmstrom.com/Tips).