



TagFolders

User Guide

Version 1.0

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Complexity Made Simple

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Version History

Version	Description
1.0	Initial release

Introduction

TagFolders is a lightweight Windows utility designed to rename multiple folders in one operation by appending a predefined suffix to each selected folder name.

The application reads folder paths directly from the Windows clipboard, making it easy to work with lists copied from file managers or other tools. Each folder is checked before processing to ensure it exists, has not already been tagged, and will not conflict with an existing destination folder name.

TagFolders was designed to streamline repetitive folder-tagging tasks while reducing the risk of accidental duplicate tagging or naming conflicts.

System Requirements

- Windows 8 (or higher)
- All Windows applications “like” computer memory – a starting point for any Windows machine should really be 16GB of memory. If this application starts running slower, check your Windows Task Manager for applications that are leeching memory (and then start closing them)
- This application runs comfortably within 10MB of disc space
- A decent color monitor capable of displaying 1024x768 (or higher resolution)

U.S. Government Use

U.S. government agencies, to include the Department of Defense, are NOT permitted to use this application without written consent from the author. A per-seat usage fee will be assessed prior to that written authorization being granted to the requester.

Quick Start

1. Install TagFolders to a dedicated folder on your PC; a Start Menu item is added to run the TagFolders executable file
2. Edit the TagFolders.ini file entry for “Folder Addon Text” to define what text will be appended to each folder name that is temporarily stored in the Windows clipboard
3. Change the “DryRun” value to 1 if a dry run (i.e. no changes) is desired to test the folder renaming process; change the value to 0 to proceed with the folder name change

How It Works

- Read folder paths directly from the Windows clipboard
- Append a configured suffix to multiple folder names in one operation
- Skip folders that are already tagged
- Skip folders that do not exist
- Skip renames when the destination folder already exists
- Supports Dry Run mode to preview changes before renaming
- Creates a time stamped session log for every run
- Optionally opens the log file automatically when finished
- Prevents accidental duplicate suffix tagging

Configuration

TagFolders uses a simple INI file for configuration, whose content resembles:

```
[Main]  
Folder Addon Text= [Low Bitrate]  
DryRun=0  
OpenLogWhenDone=1
```

This example appends [Low Bitrate] to each eligible folder name.

DryRun options: 0 is perform name change; 1 is a dry run (no folder name change)

OpenLogWhenDone: 0 is don't open log file after operation is complete; 1 is open the log file with the associated Windows application for a .TXT file

Typical Use Case

TagFolders was originally created to solve a specific problem involving a very large MP3 collection. Media library software such as MusicBee, JRiver, or MediaMonkey can easily identify low-quality audio files by sorting on bitrate. After filtering the collection, the list of affected files can be copied to the Windows clipboard. However, the folders containing those files may be buried deep inside a very large directory structure.

Renaming those folders manually would require locating each folder individually — an impractical task when dealing with tens of thousands of directories. TagFolders solves this problem by allowing a list of folder paths to be copied to the Windows clipboard and then applying a consistent suffix to each folder name automatically.

For example, folders containing low-bitrate audio files can be renamed to include a suffix such as: **Album Name [Low Bitrate]**

This makes it easy to locate and replace those files later without manually searching through the entire collection.

Technical Information

This application requires less than 5MB of disc space for its files:

- TagFolders.exe – application file
- TagFolders.ini – configuration file (editable with Notepad or a text editor)
- WBDZA64I.DLL – runtime file

Output Log File

A log file is created in the TagFolders application folder to capture the results of the TagFolders folder renaming operation. Every run creates a time stamped log file documenting:

- Successful renames
- Skipped folders
- Dry-run previews
- Errors encountered

The filename convention is “TagFolder_<yyyymmdd_nnnnnn.Txt”, which ensures the log filename is always unique. The contents will resemble the screen capture below:

```
TagFolders v1.0
Timestamp: 2026-02-26:20:14:27
DryRun: 0
Suffix: [CBB]

Mode: LIVE RUN (folders will be renamed)

** SUCCESS ** G:\_BAD\Alice In Chains - 19960630 Louisville, KY (Sim)(G-M)(Audience) [VBR180*] Renamed to -> G:\_BAD\Alice In Chains - 19960630 Louisville, KY (Sim)(G-M)(Audience) [VBR180*][CBB]
** SUCCESS ** G:\_BAD\Black Sabbath - 19900902 Liverpool, England (G-U)(Audience) [VBR180*] Renamed to -> G:\_BAD\Black Sabbath - 19900902 Liverpool, England (G-U)(Audience) [VBR180*][CBB]
Totals:
Renamed=345, DryRun=0, Skipped=0, Errors=0
Log file: D:\Winbatch\Misc\Source\TagFolders\TagFolders_20260226_201427.txt
```

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1. Send us an email (scott@sdaughtry.com) that fully describes the problem(s) you're experiencing and we will get back to you as soon as possible. It is prudent for you to fully back up this application's folder (in full) as a precautionary pre-troubleshooting step.
2. This application is distributed as DONORWARE – no features have been removed or crippled from this application. This application's dedicated web page located on our company web site (<http://www.sdaughtry.com>) has a link to donate to continued updates of this application and/or fund the creation of other utility applications.