



# QromaTag for macOS

## QuickStart Guide

The QromaTag app includes a full User Guide and a 24 minute tutorial video. This QuickStart Guide can help you get up and running quickly.

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### Set Preferences

Tap the Gear icon to set backup, file naming and filtering preferences.

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### Setup Voice Recognition

(Optional)

- Open System Preferences, then open Keyboard.
- Click on the 'Dictation' panel and make sure dictation is enabled and note the shortcut trigger. By default, this is tapping the Function key twice.
- Uncheck 'Use Enhanced Dictation'.

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### Setup Relationships

The Relationship Manager makes it easy to use natural language relationships, such as 'mom' and 'dad' in your photo descriptions, then QromaTag will add their full names as keyword metadata. To add new relationships, type a 'relationship sentence' into the text box using the following format:

**noun or pronoun = Full Name**

Examples: *dad,father=Joseph Knight*  
*grandparents=Simon Knight,Tamara Knight*

Separate each sentence with a carriage return.

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### Import Images

Drag a folder full of untagged images to the FolderBar or use the Plus icon to bring images into QromaTag

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### Natural Language Tagging

Select one or more images, then set the cursor in the Natural Language Tagging field.

- Double tap the Function key to start voice recognition and give a description of the photo containing the date, location and people in the photo.
- Double tap the Function key to stop recognition or tap the Done button on the voice recognition icon.
- Make any edits to the recognized text, then tap the Recognize button to automatically detect date, location and people metadata. If something does not get recognized, you can tweak the description and tap the Recognize button again. Otherwise, tap the 'Apply' button to move the recognized metadata and description to the Inspector.
- Tap 'Save' to apply the metadata to the images.

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### Direct Tagging

Select one or more images to direct tag in the Inspector where you can directly add a Description, Date, Location or Keywords. Here are some guidelines for each field:

**Description** — You can add up to 2,000 characters that can be embedded into the images

**LocationSearch** — type in a part of an address or a well known place and then tap 'return' to view that location. If the location is accurate, tap 'Apply' to fill in the rest of the Location metadata and you can then personalize the Location field.

**Date** — QromaTag uses fuzzy logic to accept a variety of formats. Examples include 6/16/1994, June 16th, 1994, June of 1994, June 1994, Summer (or spring, fall and winter) of 1994 or 1994.

**Keywords** — QromaTag can autofill names that you added in the People setting panel by typing a few letters of name. You can also add unique names or keywords by typing out the full words. Use a comma to separate keywords