



# QromaTag for Mac

User Guide

**v1**.0.5

## About QromaTag v1

QromaTag for Mac is a new way to create and embed industry standard photo metadata into your digital images using Natural Language Tagging. Unlike traditional photo metadata tools, Natural Language Tagging enables you to use voice recognition to describe what's going on in a photo and use this as the basis for creating tags. Employing both machine learning and linguistic parsing, QromaTag automatically detects important elements of your description, including things like the date, location and people and creates the related metadata tags for you.



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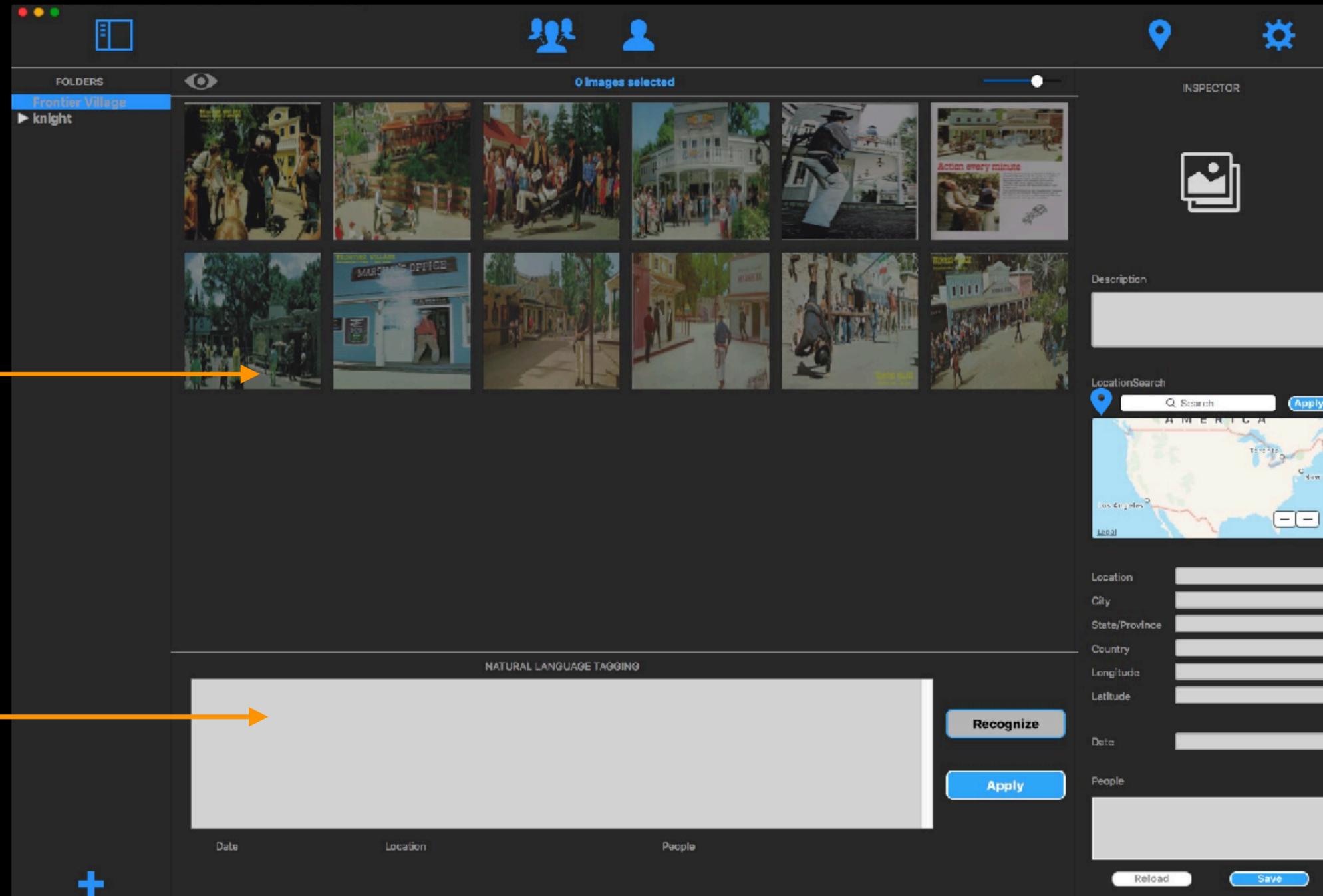
Click on the blue movie logo to see a youtube video related to the topic you are on.

# Getting Started



## Interface Overview

The QromaTag User Interface consists of 5 sections:



### Folder Bar

Drag folders to this panel, or use the button below to add folders of images to be tagged

### Gallery

The Gallery shows images from the folders selected from the Folder Bar. You can select a single or multiple images for tagging.

### NLT Panel

Input descriptions into the Natural Language Tagging panel and QromaTag will automatically create tags for date, location, people and description.

### ToolBar

The Toolbar contains controls for hiding the Folder Bar, setting Preferences, and adding Relationship, People and Place presets.

### Inspector

The Inspector can be used to view an image's existing metadata as well as see the new metadata that is about to be applied. The fields in the setting panel are automatically populated by the NLT panel, or can be used to manually apply photo tags.

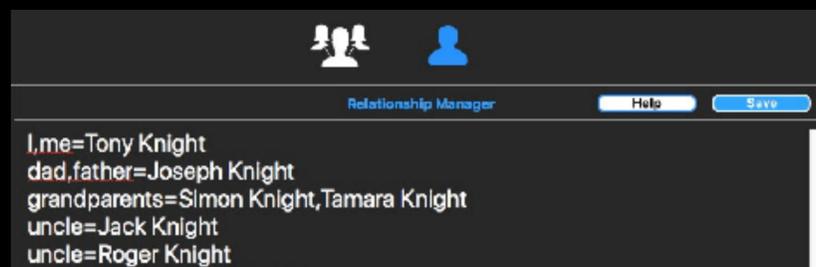


## Adding Relationships



QromaTag has the ability to recognize common nouns that you would normally use to describe people in your photos, and then add their real names as IPTC Keyword metadata. You can define personal relationships, like your father, a grandparent, or any other single word noun and during the recognition phase, QromaTag will identify these words and then tag the image with their full name. When you are ready, tap on the Relationship Manager icon on the ToolBar follow these steps:

1



The Relationship Manager uses a very simple structure to these relationships. In general you define a noun followed by an equal sign, followed by the full name to be added as an IPTC Keyword when the noun is recognized. Since you might be in a lot of your photos, let's use this as our first example:

**I,me=Tony Knight**

In this case, whenever the word “**I**” or “**me**” is seen by the Natural Language Tagging engine, it will add a keyword for Tony Knight. Notice that the two nouns are separated with a comma, followed by an equal sign, then finished with a full name. Make sure you separate each relationship with a carriage return.

2

You can use a plural noun to resolve to more than one person, for example parents or grandparents, by separating the real names with a comma. Here is an example:

**grandparents=Simon Knight,Tamara Knight**

As you use the term my “**grandparents**” to describe people in your photos, both names will be added to the photo's IPTC Keyword metadata.

3

You might have multiple persons that share the same relationship with you, for example multiple uncles and aunts. In this case, write each normally:

**uncle=Jack Knight**  
**uncle=Roger Knight**

When you need to use a specific uncle, just say ‘**uncle**’ plus the first name of the desired uncle. For example, if I wanted to tag a photo, I would say ‘**Uncle Jack**’ to tag the image with Jack Knight.

4

When you are done adding relationships, tap on the ‘Save’ button to store them inside QromaTag. If you want to cancel, simply tap on the Relationship Manager icon again to exit without saving.

# Getting Started

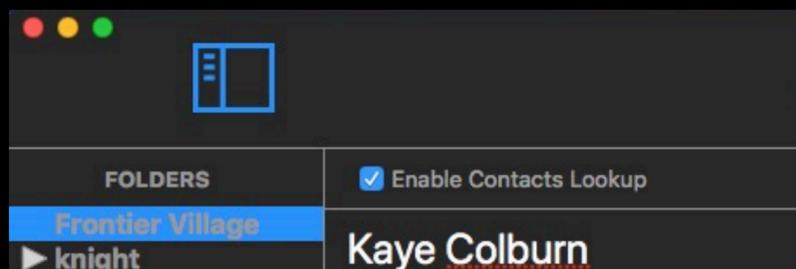


## Adding Names



You can import names or contacts into QromaTag and use them to easily tag people in photo through a Keyword panel in the Inspector. To add names to QromaTag, tap on the People icon and follow these steps:

1

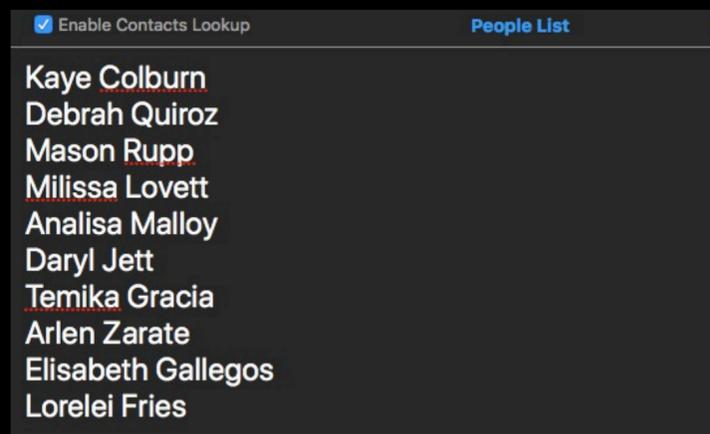


If all the people you plan on tagging in your photos are in your Mac's Contacts, just enable Contacts Lookup through the checkbox in the People panel, and then tap Save to return to the Gallery. All your contacts names are now available for use.

If you want to add names not in your Contact list, follow the next step.

QromaTag accesses your contacts solely for the purpose of helping you tag your images. We store only the contact names locally (with no contact methods), and we do not transmit this information to our servers or third parties.

2



You can bring in additional names into QromaTag by typing or pasting them into the People panel text field. Type in one name per line, and separate each with a carriage return.

3

When you are done adding names, tap on the 'Save' button to store them inside QromaTag. If you want to cancel, simply tap on the People icon again to exit without saving.

# Getting Started



## Adding Custom Places



You can store your favorite precise locations as Custom Places presets, and then automatically populate 6 pieces of location data with a single click. Tap on the Custom Places button in the toolbar to get started:

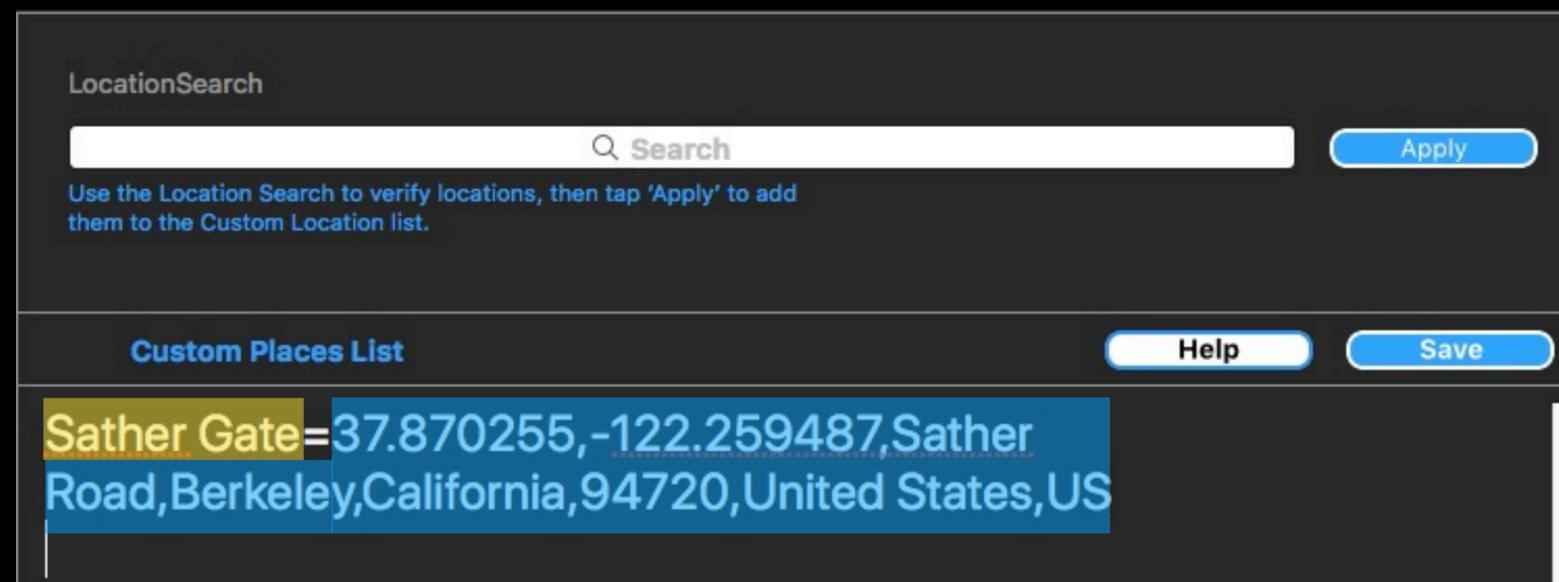
1



Start by typing in an address or location and then press **return**. In this case, I entered **'Sather Gate'** and my map was centered on its exact location on the UC Berkeley campus. You can roll the scroll wheel on you mouse to zoom in to see more detail.

If the location is correct, tap the **'Apply'** button to store the exact location to Custom Places List. To remove a custom place, simply highlight that entire line and delete it.

2

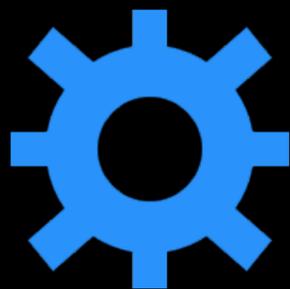


The search term you used to get the location will be used as the IPTC Location tag. For example, when when this preset is used, it will be tagged with **'Sather Gate'** as the metadata Location, in addition to tags for City, State, Country and GPS data. To edit the Location tag for this preset, simply highlight and edit the characters to the left of the **equal** sign with a new value. This can be useful if you used an address to get the precise point, but you want to use a personalized tag for the actual Location tag.

Repeat as needed and when finished, tap the **'Save'** button to save the preset list and return to the Gallery.



## Setting Preferences



There are some initial preferences you can set to control how QromaTag deals with files that it tags. Tap the gear icon to get started:

### 1 File Handling

Ticking the **'Make a copy'** box will cause QromaTag to make a copy of your image and move it to a backup folder before it tags it. Tagging an image adds textual metadata to the file, and does not impact the visual quality at all. It should be very safe to tag an original file, but if you prefer to have a backup while you validate the metadata, this option will preserve the original file, including the original filename.

### 2 File Names

By default, QromaTag retains your original filename when it adds metadata to an image. However, it can be advantageous to rename the file based on the metadata date of the image, especially when the original filename has no relationship to the contents of the file. For these cases, tick the **'Use date format'** box, and QromaTag will rename each image based on the metadata date. If not date is added, the original filename will be retained.

### 3 File Types

QromaTag can add IPTC and EXIF metadata to JPEG, TIFF, PNG and DNG files. Use the file types checkboxes to disable certain filetypes from tagging. Doing so will filter them from the Gallery view.

After you have set your preferences, tap on **'Save'** to accept them. If you want to cancel, tap on the gear icon again to return to the Gallery.

# Getting Started



## Setting up Voice Recognition



While you can type text into any text field in the application, QromaTag also supports the use of macOS's built in voice recognition engine as a way to quickly add descriptions to your photos that can then be used by the NLT engine to automatically create photo metadata for things like the date, location and people in your photos. The built in voice recognition is quite accurate and can save you lots of time. Follow these steps to turn on this capability:

### 1 Open System Preferences



Under the Apple menu, select System Preferences, and then click on the 'Keyboard' panel



### 2 Select Dictation

Click on the 'Dictation' tab and ensure the Dictation radio button is turned on.

We highly recommend **unchecking** (and turning off) the "Use Enhanced Dictation" feature when using QromaTag. This switches the voice recognition engine to online mode, which allows it to recognize proper names in your Contacts. This means that if you say the name of a person in your photo and they are in your Contacts, we can automatically tag that name.



By default, the voice recognition system can be evoked by **double tapping** the 'Function' key on your keyboard after you place your cursor in the desired field. You can modify this shortcut to other keys if desired.

# Tagging Images

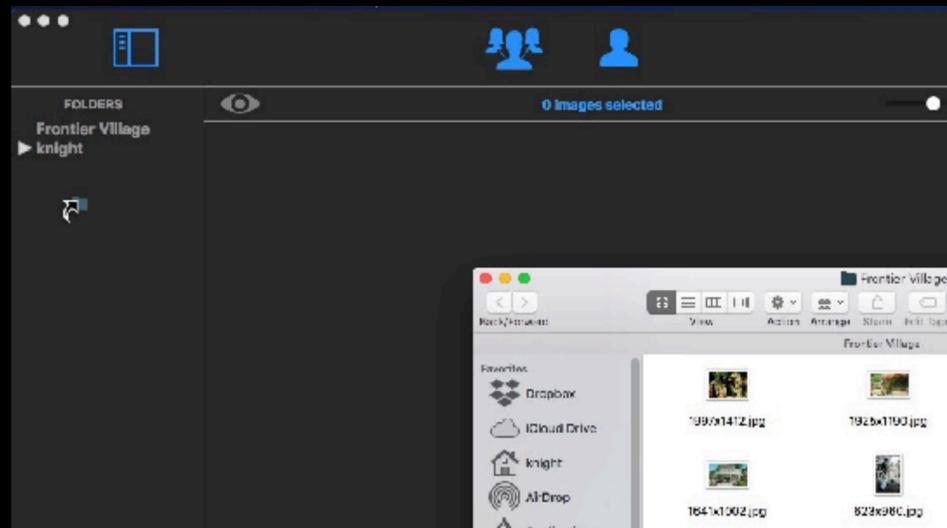


## Using the Gallery



Importing folders into the Folder Bar and selecting images in the Gallery is the first step to tagging your photos. Here is how it works:

### 1 Add Folders to the Folder Bar



Start by dragging a folder full of images you would like to tag into the Folder Bar. Any taggable images will appear in the Gallery. You can also add images to the Folder Bar by using the '+' icon at the bottom and navigating to a folder using the open dialog window.

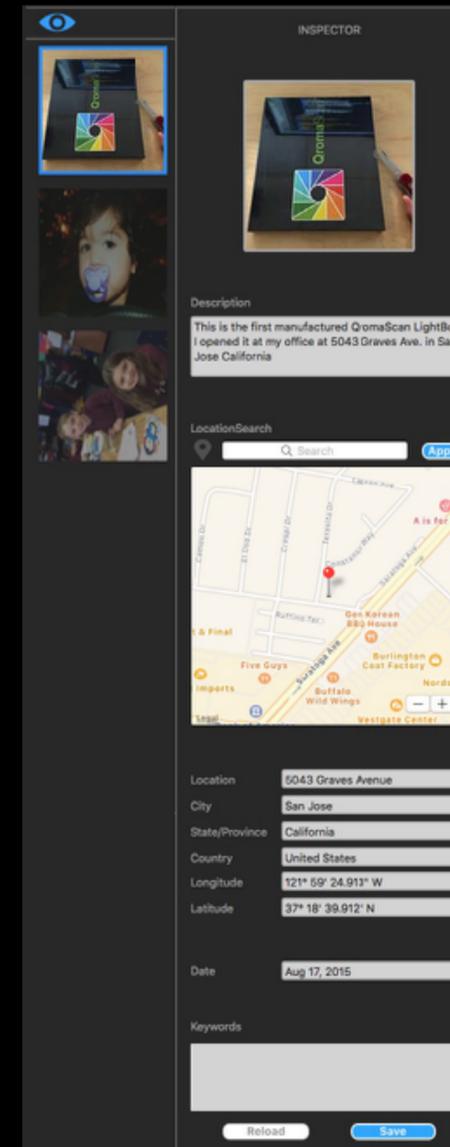
You can right click on any folder name to remove it from the Folder Bar.

### 2 View Images & Metadata

Click on an image and then use your cursor keys to move between images in the Gallery. You can tap on the Space Bar to see a full size preview of each image.

The Inspector shows you the photo's existing metadata for Description, Location, Data or Keywords in black text.

As you create metadata in QromaTag, new tags will appear in blue text and turn black when they are written to file.



### 3 Select Images



You can use QromaTag to tag a single or group of images. Highlight a folder in the Folder Bar, then use the Gallery to select one or more images you want to tag. Drag a rectangle to select multiple images, or use the shift or command key. When you select an image a blue border will appear, and the image will illuminate slightly.

Make sure you have images selected as we move on to Natural Language Tagging.

# Tagging Images



## Using Natural Language Tagging



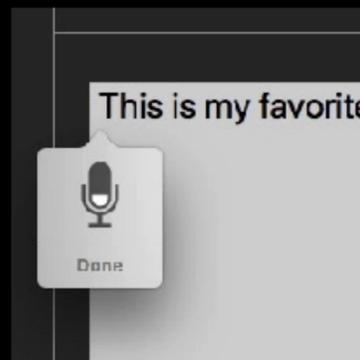
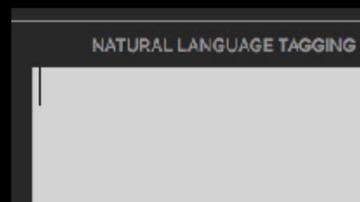
Tagging images has traditionally been done like filling data into a spreadsheet, often field by field. Natural Language Tagging is a process where you use voice recognition\* to create an embeddable description into the image, and important metadata tags like those for date, location and people are automatically detected through a process called linguistic parsing. To get started, select one or more images in the Gallery and follow these steps:

### 1 Plan your Description

Voice Recognition is an easy and accurate way to start tagging your photos. It will save you a lot of typing, but give some thought to what you are going to say before you hit that start button. You'll be surprised at how tongue tied you might get if you try to wing it. Here are some tips:

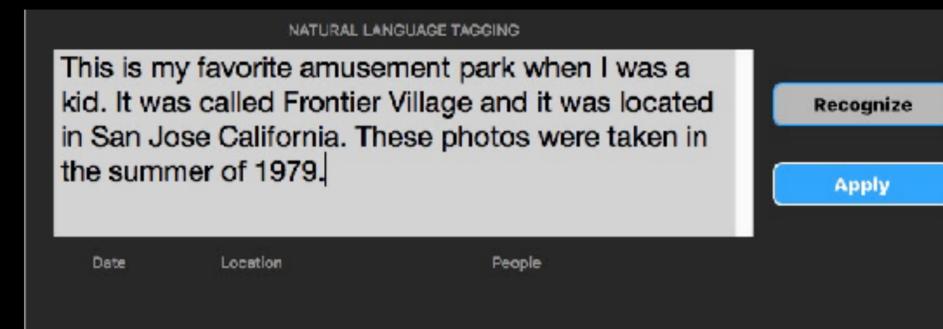
- Try to include key information like the date, location and people in your description.
- You don't have to know the exact date. You can say a month and year, just a year, or a season and a year. For example June of 2000, or summer of 2000 should be recognized.
- You can give full address in your description, a well known place, or just a city and state. If you plan on using a stored Custom Place, you don't need to give location information in your description, or you can say a location and over ride it with a preset later.
- You can say the word 'period' or 'comma' during voice recognition to separate sentences.

### 2 Start Voice Recognition

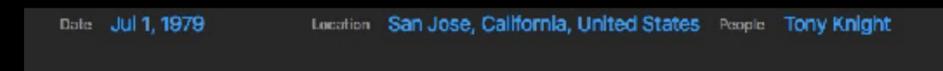


- With your images selected, place your cursor in the Natural Language Tagging field.
- Double tap your Function key to start Voice Recognition.
- Start talking as soon as the microphone icon appears and you hear a beep. The icon will animate as you talk, and your words should start to appear.
- Tap the **'Done'** button when you are finished. Voice Recognition will automatically stop after 40 seconds.

### 3 Check Recognition



Look at the results of the voice recognition, and make any minor edits, if needed. Next, tap on the **'Recognize'** button to convert the description into tags.



The labels below the NLT field will show you a preview of the results of what was recognized. If this looks correct, tap on **'Apply'** to move this metadata into the inspector.

\* If you prefer not to use voice recognition, you can always type directly into the natural Language Tagging text field.

# Tagging Images



## Using Natural Language Tagging

### 4 Write Metadata

When the metadata is transferred over, it appears in blue text and you have one last chance to fine tune data in the fields.

If it looks correct, tap on the 'Save' button to write the metadata to file. The metadata text will turn black to signify that it has been written to file.

INSPECTOR

Description

This is my favorite amusement park when I was a kid. It was called Frontier Village and it was located in San Jose California. These

LocationSearch

Search Apply

Location

City San Jose

State/Province California

Country United States

Longitude 121° 48' 22.395\"

Latitude 37° 16' 59.015\"

Date Jul 1, 1979

Keywords

Tony Knight

Reload Save

### 5 Manage Visibility

After you tag an image, or group of images, QromaTag 'hides' the thumbnail from the Gallery. The reason for this is so that you have an idea of which images have been tagged during this session, and which ones still need to be tagged.

QromaTag keeps track of which images you tagged during each session, and a session is defined as the period between when you launch and quit the application.

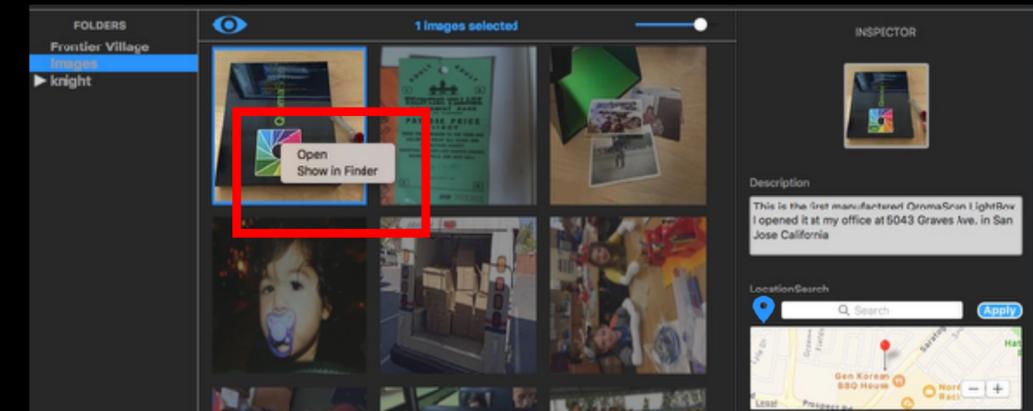
If the 'eye' icon is gray, QromaTag will hide thumbnails of images you have tagged since you last launched the app.

To view all the images in each directory, tap on the eye icon so that it is blue and you will see both tagged and untagged images.

QromaTag resets the session each time you quit the app.



### 6 View Metadata



After you have tagged an image, you have some options on how to see the metadata you have just written.

First, if you have just written the metadata, make sure the 'eye' icon is blue, which unhides recently tagged images. Next, click on any image you just tagged and look at it in the inspector, where you should see the new metadata in black text. This signifies that it has been successfully written to file.

You can also right click on any file to reveal some contextual menu options. You can either open the file with your default program, such as Preview, or locate it in the Finder.



# Direct Tagging

## Inspector Overview

Direct Tagging is great if already have some tags in your photos, and you need to quickly add specific tags for things like date, location or people. QromaTag's powerful geotagging features can create multiple location based metadata tags on one simple step. This next section will show you how this works.

Direct tagging involves using the Inspector, which has two main purposes:

1. It can show you the date, location, keyword and description metadata from existing images.
2. It can be used to quickly add specific metadata to one or many images independently from the Natural Language Tagging engine.

INSPECTOR

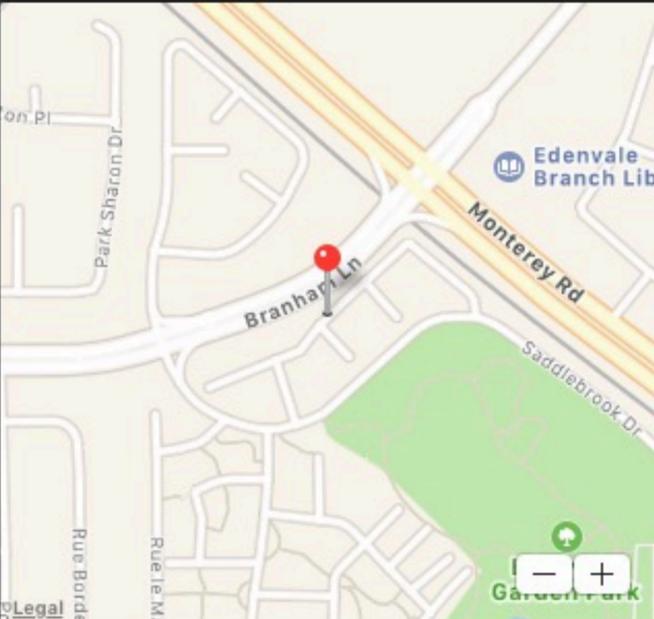


Description

This is my favorite amusement park when I was a kid. It was called frontier Village and it was located in San Jose California. These photos were taken in

LocationSearch

📍 Search



Legal

Location	<input type="text" value="Frontier Village"/>
City	<input type="text" value="San Jose"/>
State/Province	<input type="text" value="California"/>
Country	<input type="text" value="United States"/>
Longitude	<input type="text" value="121° 49' 22.395" w"=""/>
Latitude	<input n"="" type="text" value="37° 16' 59.015"/>
Date	<input type="text" value="Jul 1, 1979"/>
Keywords	<input type="text" value="Tony Knight"/>



# Direct Tagging

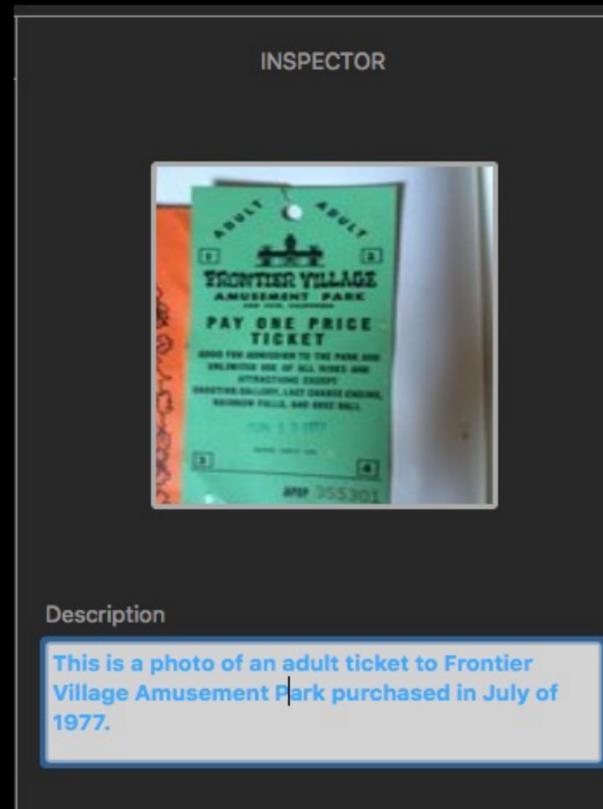
## Adding Descriptions

It's easy to use QromaTag to quickly tag a description into one or more images. You can use up to 2000 characters for your description, and it will be embedded into the photo where it will be viewable and searchable by any operating system or program that can access standard photo metadata. Here is how to do it:

### 1 Add Description

Start by selecting one more more images in the Gallery you wish to describe.

Next, add data into the Description field. You can either type this in or use the same voice recognition engine you set up for Natural Language Tagging. You can double tap the **'Function'** key to initiate voice recognition, and then tap the **'Done'** button to finish.



### 2 Write Metadata

Your new description should be in blue text, and this signifies that it is unsaved metadata that has not yet been written back to the selected images.

Tap on the **'Save'** button at the bottom of the Inspector to write the metadata to the selected files. If you have the Eye turned on, you should see the existing text turn from blue to black signifying that your description has been written to file. If you have the Eye off, the selected images will be temporarily hidden so you can focus on tagging other images in that folder.





# Direct Tagging

## Adding Custom Places

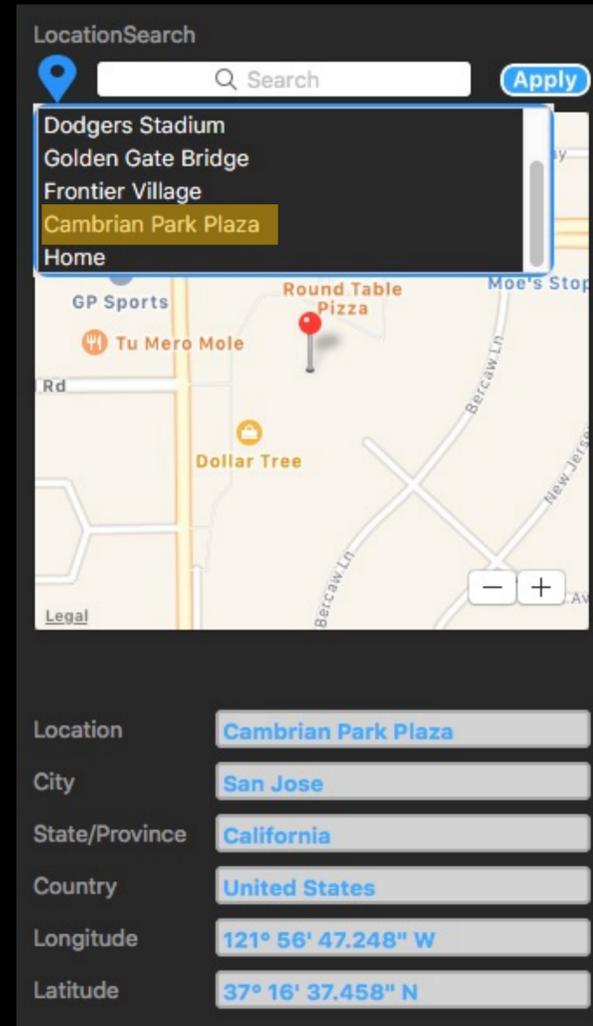
You may have some images that contain partial location data, such as GPS coordinates from photos taken with your mobile phone, but are missing tags for things like location, city, state or country. QromaTag make it easy to add this data all at once using our powerful Location services.

### 1 Use a Custom Place Preset

Start by selecting one more more images in the Gallery you wish to tag.

Next, click on the map pin icon next to LocationSearch field to see the list of Custom Places you might have created during the app setup. Pick the custom place and the fields for Location, City, State, Country and GPS date will be automatically filled in.

Tap the **'Save'** button to store this Location data to your selected files.

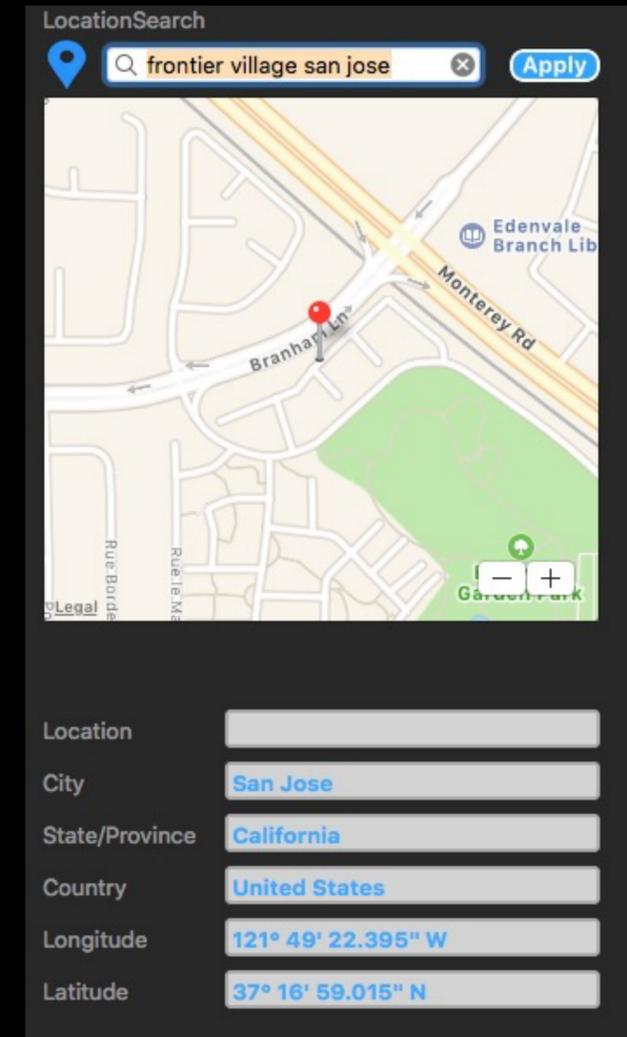


### 2 Search for Locations

You can lookup places using the LocationSearch field and then automatically generate the location fields in one click.

Start by selecting one or more images, then place your cursor in the LocationSearch field. Type in an address or place name, and then press the **return** key to preview the location on the map. If the location is correct, click on the **'Apply'** button to automatically generate the Location, City, State, Country and GPS coordinates. If the preview does not show the correct location, try adding a city name at the end of place name to narrow it down.

When you are ready to write these tags to file, tap the **'Save'** button.





# Direct Tagging

## Adding Dates

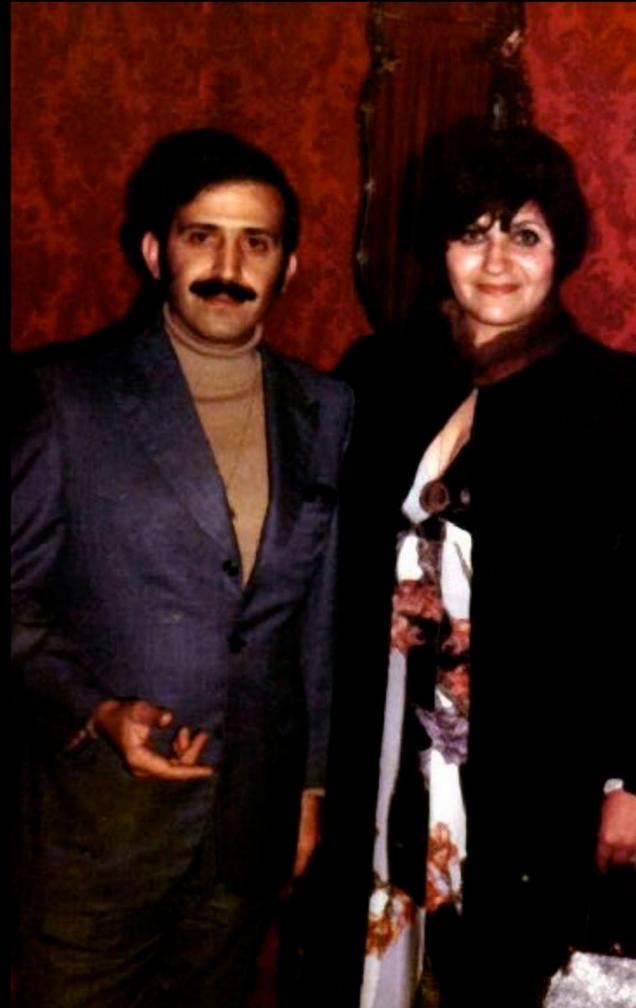
Having a correct date, or even an approximate date for each photo is a way to help keep your photo library organized in chronological order. The Date field uses Natural Language Tagging to help you set either an exact or approximate date. Here's how:

### 1 Estimating Dates

There are some photos that you will absolutely know the exact date they were taken. Most however, you might only have a general idea. There are some tricks that can help you narrow things down:

- Look for things like hairstyles and clothing styles to narrow down a decade.
- Estimate a year.
- Look for content inside the photo to narrow down the season the photo might have been taken.

Using this reasoning, I estimated this photo was taken in the fall of 1973. Later, if I get a more accurate date, I can easily change it.



### 2 Add Date

Since you might not know the exact date of a photo, QromaTag allows you to enter a variety of different date formats, and it approximates the missing data. First, select some images to tag and then place your cursor in the Date field. Here are some ways you can manually enter the date:

1/1/1950  
June 15th 1950  
June of 1950  
June 1950  
Summer of 1950 (you can also use spring, fall or winter)

Once you have entered the date, tap the **'Return'** key, and your date will be recognized and entered. You can then tap **'Save'** to write the metadata to the images.



# Direct Tagging

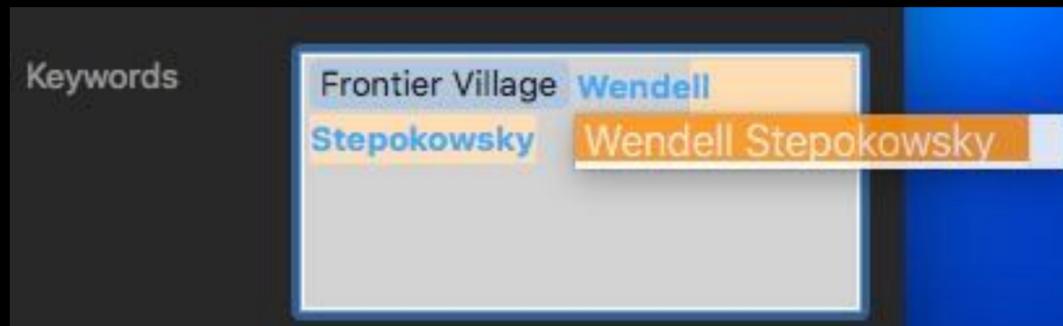
## Adding Names or Keywords

Using Natural Language Tagging and voice recognition, QromaTag can automatically detect and tag names from your Relationship Manager or Contacts when you speak them. QromaTag uses the generally accepted practice of storing the names of People in the **IPTC Keyword** metadata, and when tagged these appear in the Keyword section of the Inspector. You also can use this section to easily add additional People names or non-name custom keywords.

1

### Add names or Keywords

Start by selecting one or more image you want to tag.



Next, move your mouse over to the Keyword field, and click into it and start typing a name. If you added the name to your People list during the setup process, the full name should appear after a few letters are typed in. If you are only adding one name, tap the **Return** key to auto fill the full name. If you are adding more names, tap the **Comma** key to accept the first name, and start typing in the next name.

You can also add the name of a Person that was not previously added to your pre-stored People list. Just click into the Keyword field and type in the full name. Tap the **Return** key when done, or the **Comma** key if you want to add another.

Adding Keywords uses exactly the same process as adding People names.

# Getting Help

## Video Tutorials



The QromaTag disk image you may have downloaded from the [qroma.net](http://qroma.net) website contains the application, the user guide, and a 24 minute Video Guide that can help you get started.

If you play the video with QuickTime Player application or any other MPEG4 player application that supports chapter markers, you can jump to specific topics in the tutorial.

You can also find short segments of the Video Guide on the QromaTag for macOS page of the [qroma.net](http://qroma.net) website.

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# Getting Help



## Product Support

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If you get stuck using QromaTag, or if you want to send us some feedback, you can get help from us quickly.

Inside QromaTag, access the Help menu and select ‘Send Feedback...’ This form will appear, and you use the dropdown to send us Feedback, a Support Request, or report a Bug.

Make sure to fill in your name and email address as well as a detailed description of the issue, You can also attach a file (such as a screenshot) to the form. We will respond back to you within one business day.

You can also get Product Support by going to our website, and selecting the QromaTag for macOS page. There is a Support form at the bottom of that web page that will open a support ticket with our support team.

QromaTag Feedback

### Feedback Form

Please provide a detailed description of your problem, suggestion, bug-report or question so that we have a clear picture of your request and react to it with maximum effectiveness.

Feedback

John Appleseed someone@somewhere.com

Write your message here...

Attach File...

Send anonymous system profile ⓘ

Send Feedback