



QromaScan

User Guide

v3

About QromaScan

QromaScan is a portable photo scanning solution designed to help you scan and organize your photos in one step using your iPhone and your voice.

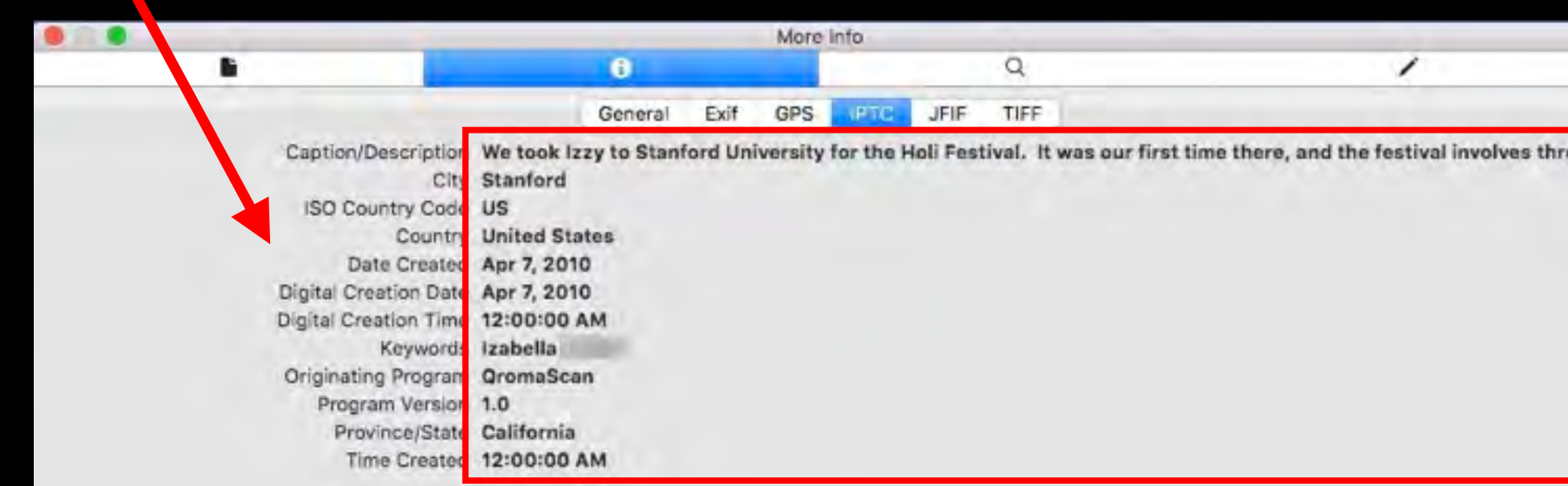
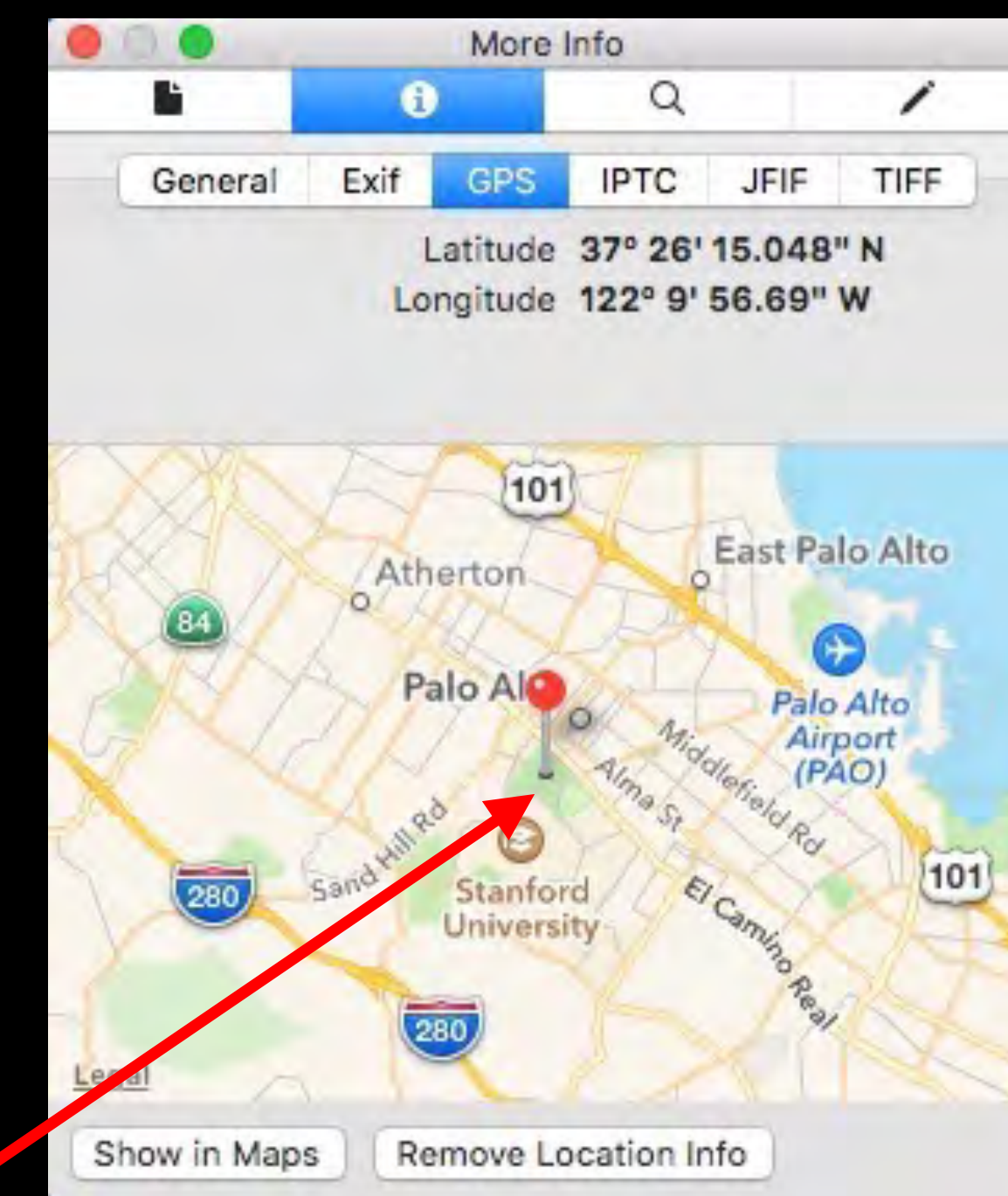
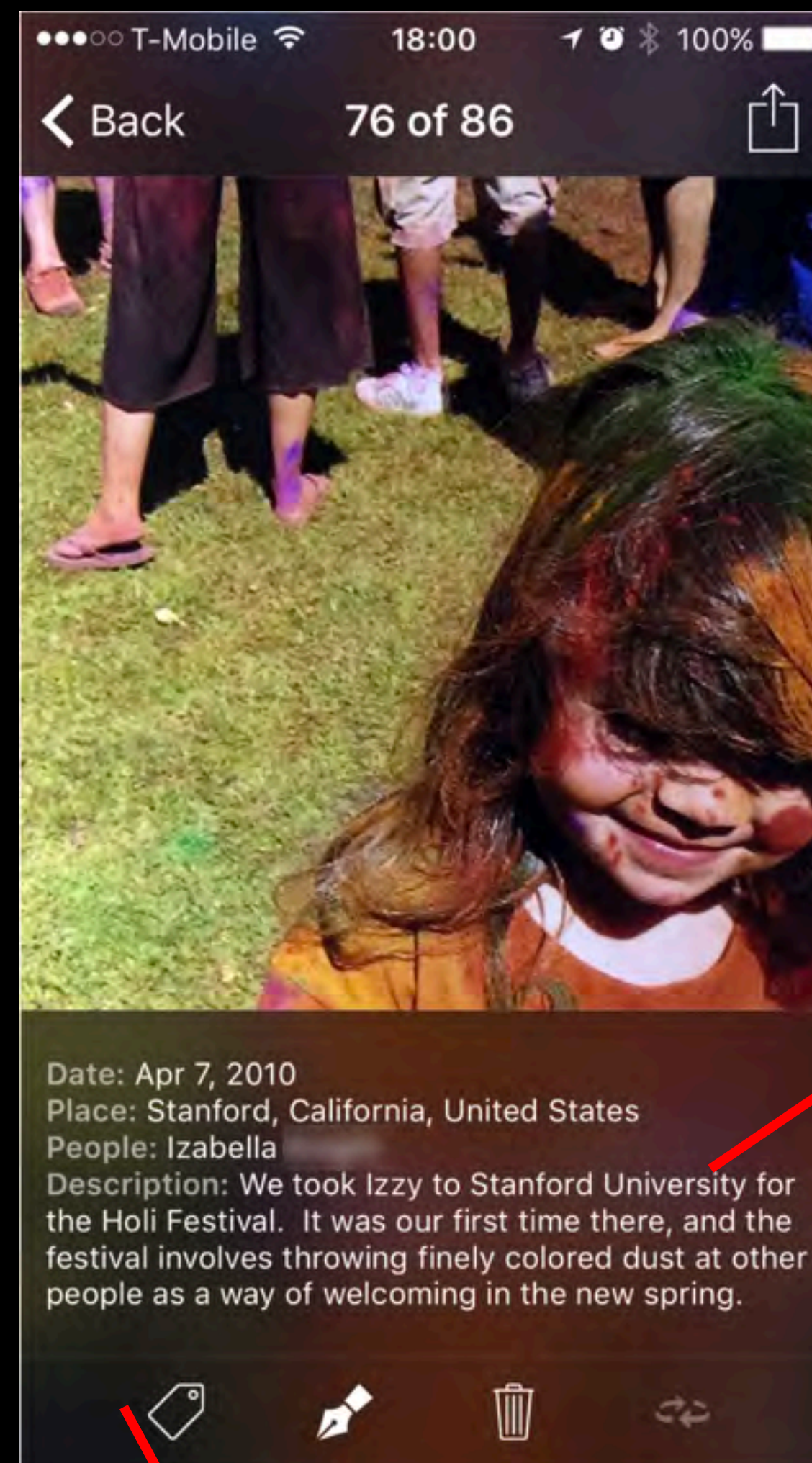
The QromaScan LightBox, SlideBox and the QromaScan iOS app combine to create an ideal environment from which your iPhone can capture high quality scans of your photographs and slides. Tell us the date, location and people in your photos using a natural language description, and QromaScan turns it into industry standard searchable metadata that can be used to quickly organize your photo library, and ensure that photos you pass on to your friends and family contain this very important data.



About Photo Metadata

Photo Metadata is information that can be used to describe your photos and make them searchable. Think of it as the digital equivalent of those little notes on the back of your print images. It is embedded into the image file, and can be used by programs such as photo organizers and web services to understand things like when a photo was taken, where it was taken, and who was in it.

QromaScan writes industry standard photo metadata into your image files, where they are searchable and can be used to quickly organize your photos.



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Click on the QromaScan logo on any page to return to the Contents slide



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

Setting Up



Setting up Devices



Click on this video button to watch a short video on how to setup the LightBox.

The QromaScan LightBox is designed in such a way that the edge of your iOS device's Camera sensor is aligned with the back wall of the box. When your phone is properly mounted, you should get high quality, well cropped scans of your photos.



Click on this video button to watch a short video on how to setup the SlideBox.

The QromaScan SlideBox is a hand assembled device with an illuminated backplane that is designed to keep your iPhone's camera the minimal focal length away from your slides and negatives, and can produce high quality photos in a fraction of the time as traditional flatbed scanning.



Powering Devices

The QromaScan LightBox and SlideBox contain LED lights that can be powered in three different ways.

1

9 Volt Battery

- Included with all LightBoxes, and optional for SlideBoxes
- Attach the included 9 volt adapter to a fresh alkaline 9 volt battery and you can scan while on the go.
- Replace as soon as the lights begin to start going dim.



2

12 Volt Adapter

- The LightBox can be powered with a standard 12 volt household adapter with a DC connector tip.
- You may already have a compatible adapter in your home, but they can also be purchased for under \$10.



3

QromaScan USB Adapter

- The optional QromaScan USB Adapter allows Qroma devices to be powered by any standard USB plug, including USB hubs, iPhone/iPad adapters, or USB powerbanks using the QromaScan USB adapter.
- Using a rechargeable USB powerbank with two ports, you can power the LightBox and recharge your iPhone at the same time.
- The QromaScan USB Adapter is available at the [Qroma Store](#).





Privacy

When you start using the QromaScan app, you will be asked at different times to allow QromaScan permission to use certain features of your iPhone. Here is a list of permissions we ask for, and why we ask for them:

Feature	Reason
Camera	We use the camera to scan the images in the Scan view, as well as in the Import screen.
Contacts	We use your contacts feed your personal voice recognition vocabulary, so that you may tag people in your photos by saying their names.
Location	We use your location to enable the Location Editor to geotag your images.
Microphone	We need permission to use the microphone in order to perform speech recognition.
Siri	This permission allows you to use Siri to find images inside the QromaScan app.
Speech Recognition	This permission is needed for Natural Language tagging. This is separate from the Microphone permission.
Notifications	By allowing Notifications permission, we will send you a notification when we release a major update or other important notifications. We do not use notifications for marketing purposes.

Additionally, here are other important details about how QromaScan deals with your private data:

- 1) We never transmit or store any of your private data on our website. This includes contacts, photos, family tree data or any other personal data.
- 2) We use third party services for voice recognition and geo location much the same way as you would use Siri on your iPhone. This data voice data is not stored by QromaScan, either locally or in the cloud.
- 3) QromaScan does not track your location when using the product.
- 4) QromaScan generates a log file during your use of the product that can help diagnose issues if you are having problems with the product. This log file may contain the text of speech recognition when you were using the product. This log file is only transmitted to Qroma LLC if you use the 'Send Logs' feature. We do not retain these files after we resolve your technical support issues.

If you have any other questions about how QromaScan uses your data, please open a [support ticket](#) and we will get back to you with an answer.

Setting Up



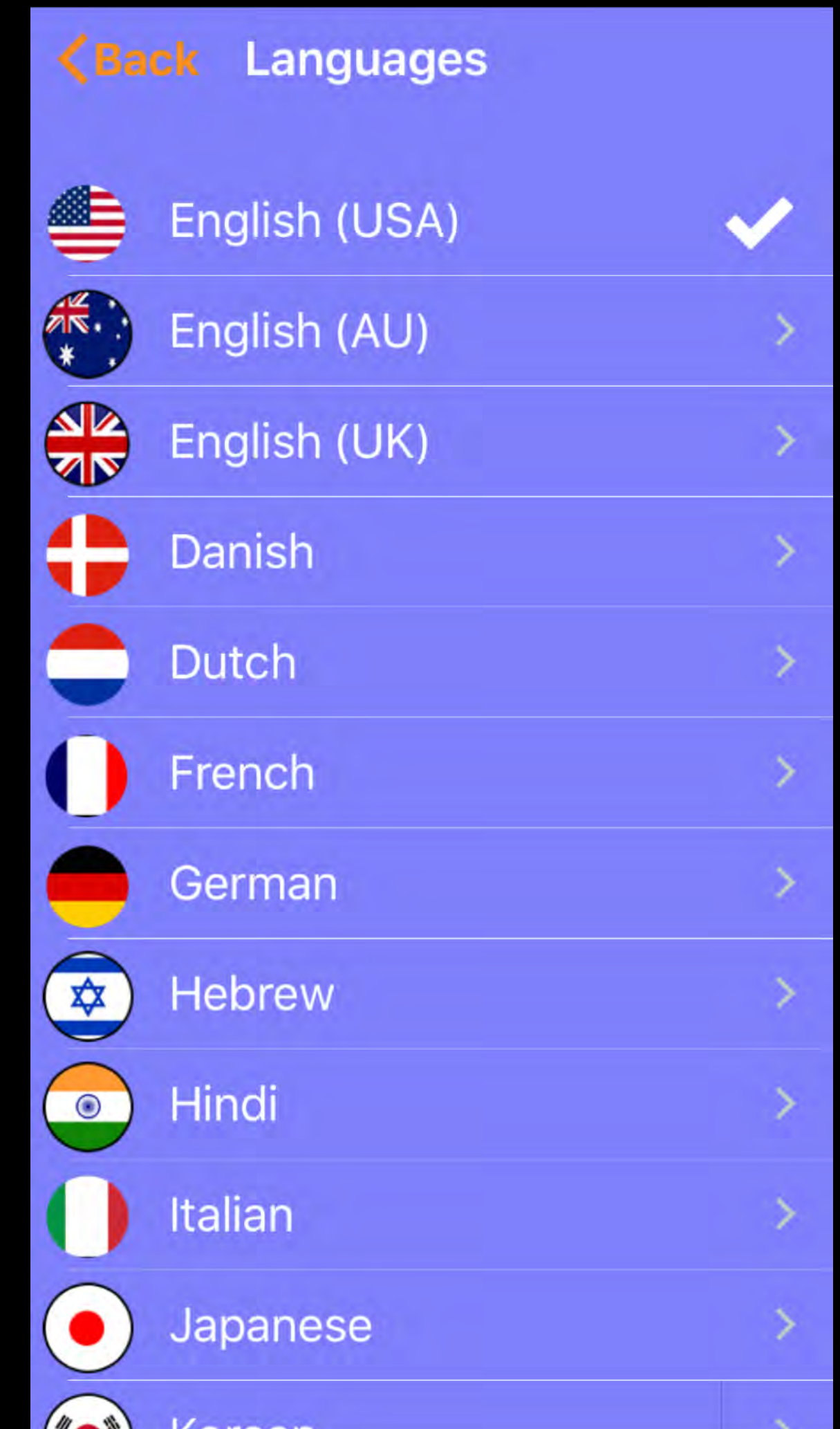
Voice Recognition

QromaScan uses two voice recognition systems to translate your voice into industry standard photo metadata.

Online Recognition	Offline Recognition
<i>This works just like Siri. After it is initialized, it listens for a phrase, waits for a pause, and then goes online to transcribe and recognize what you've said. Online recognition is used to transcribe your description of a photo, and to recognize dates, places, relationships, and people in your Contacts.</i>	<i>This recognition, done locally on the phone, is used for giving scanning commands and is highly accurate for recognizing proper names that cannot be recognized by the online recognition. We use offline recognition for giving scanning commands, tagging people, and using location presets.</i>

QromaScan supports 15 languages. Set these preferences, from the Gallery tap on **Settings** and then **Speech & Language Settings**.

- Tap on a Language to select it, then tap 'Back'.



Setting Up



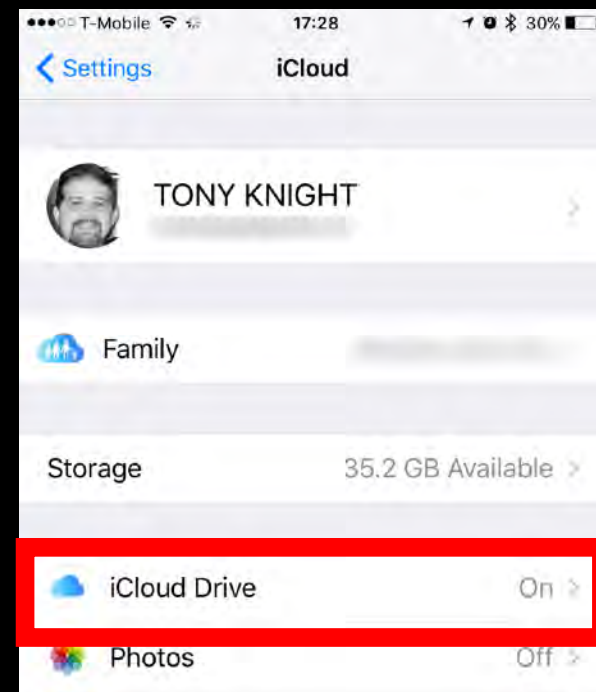
Enabling iCloud

QromaScan supports both Apple's iCloud Drive and Dropbox as a Cloud Sync services to enable users to backup, edit and sync their photos with their Mac or Windows PC.

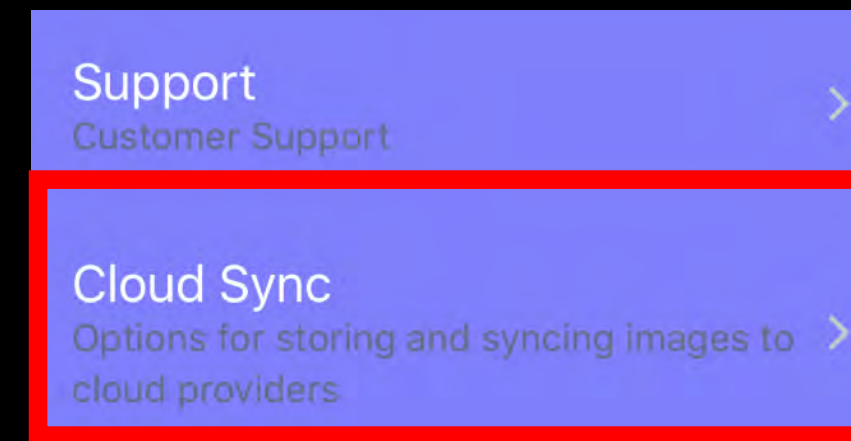
If, when you first installed and launched QromaScan, you selected iCloud when give the choice between 'Local' and 'iCloud', you can skip these steps. Otherwise, do this:

1

Open your settings panel on your iPhone and make sure you are logged into iCloud, and that you have **iCloud Drive** turned on.



2



Launch QromaScan and tap on **Settings**. Tap on '**Cloud Sync**'

3



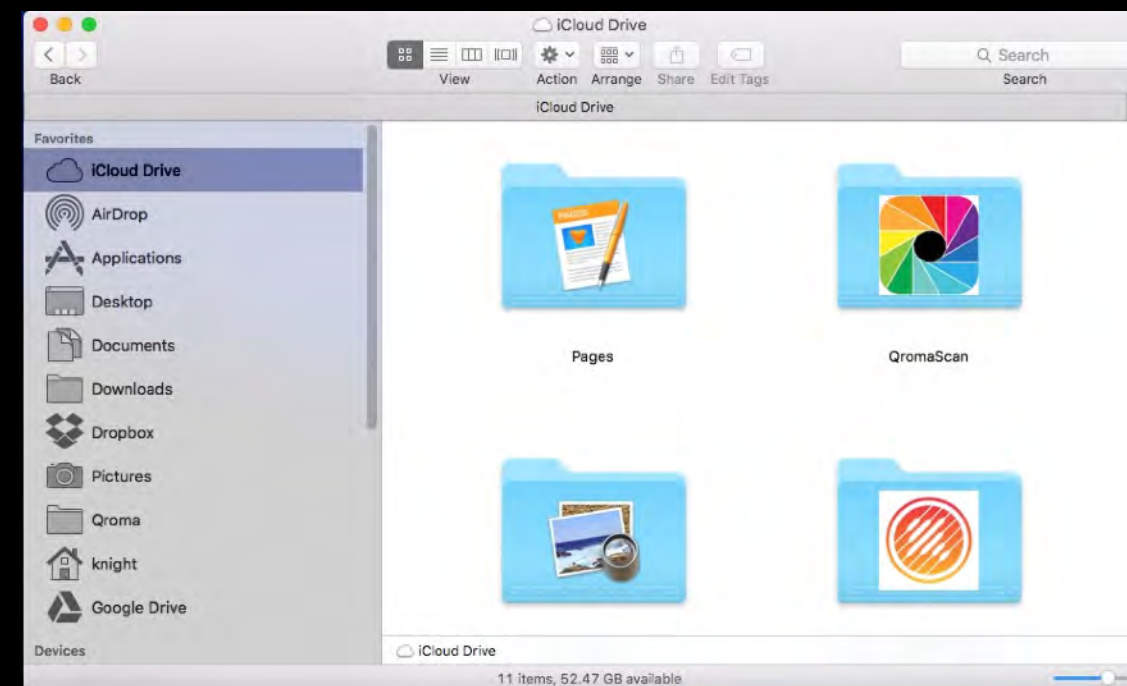
Slide switch to enable iCloud Drive support

Using iCloud

iCloud Drive is supported on both Mac and Windows PCs. Here is how to view your photos on both platforms:

On Macs running OS X Yosemite or higher, access by iCloud Drive clicking on the icon on the Finder sidebar.

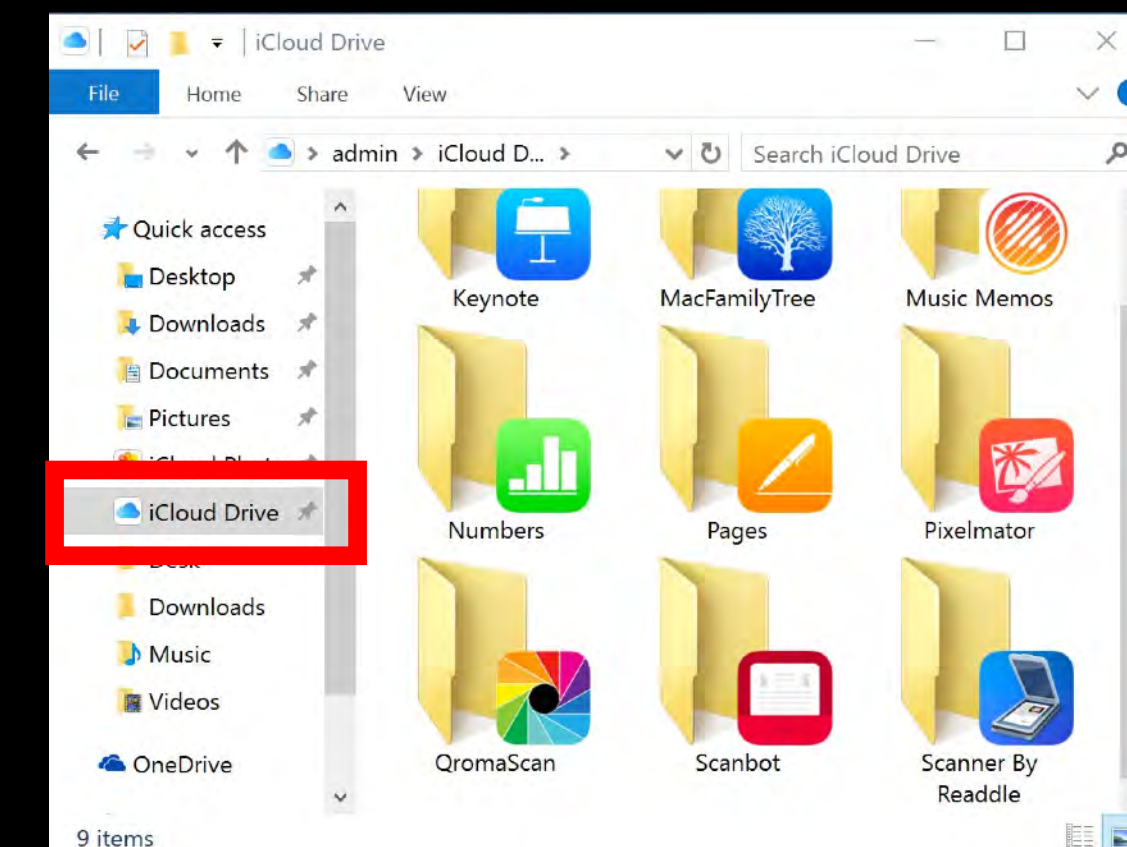
QromaScan has a dedicated folder where all iCloud data is stored.



Macintosh

On Windows 7 or higher, the [iCloud software must be installed](#).

Once installed and signed in, the QromaScan folder can be access by clicking in the iCloud drive folder.



Windows

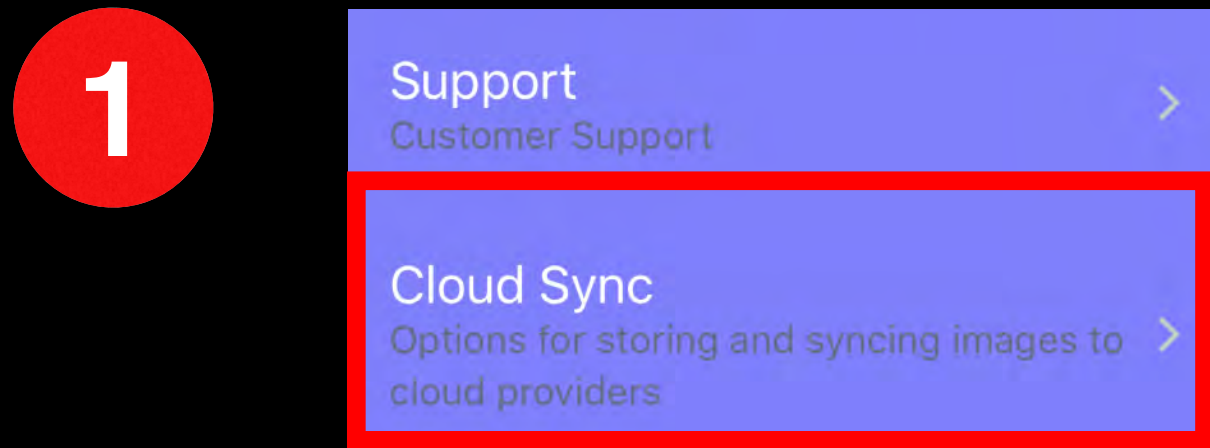
Setting Up



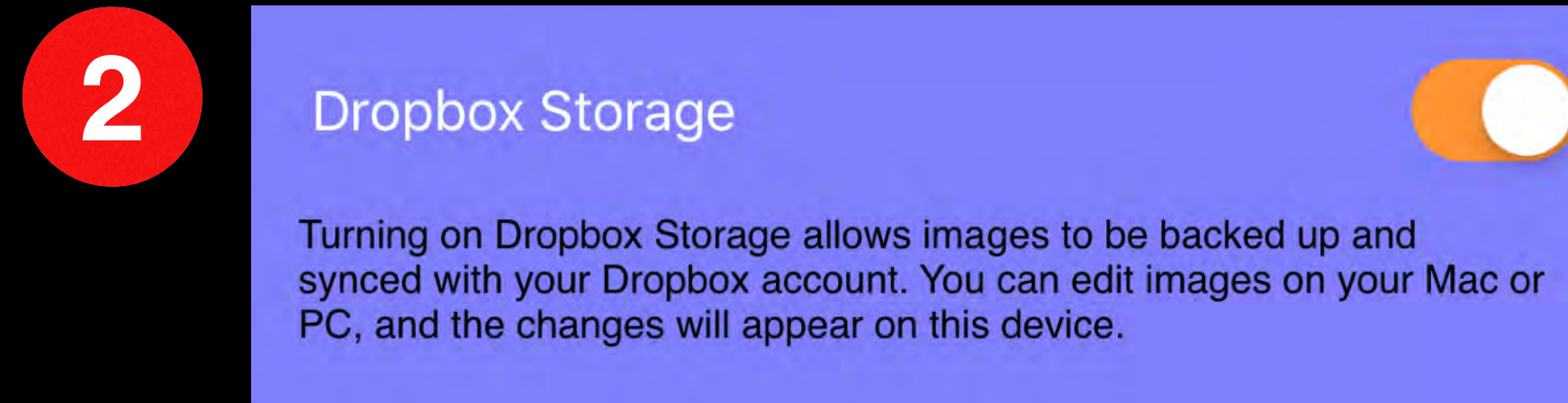
Enabling Dropbox

QromaScan supports Dropbox for storing and editing images and for configuring settings. You may only use one Cloud provider at a time, so turning on Dropbox will turn off iCloud, if it was enabled, and remove any images from your iCloud account. The image will be stored locally, and can migrate to Dropbox.

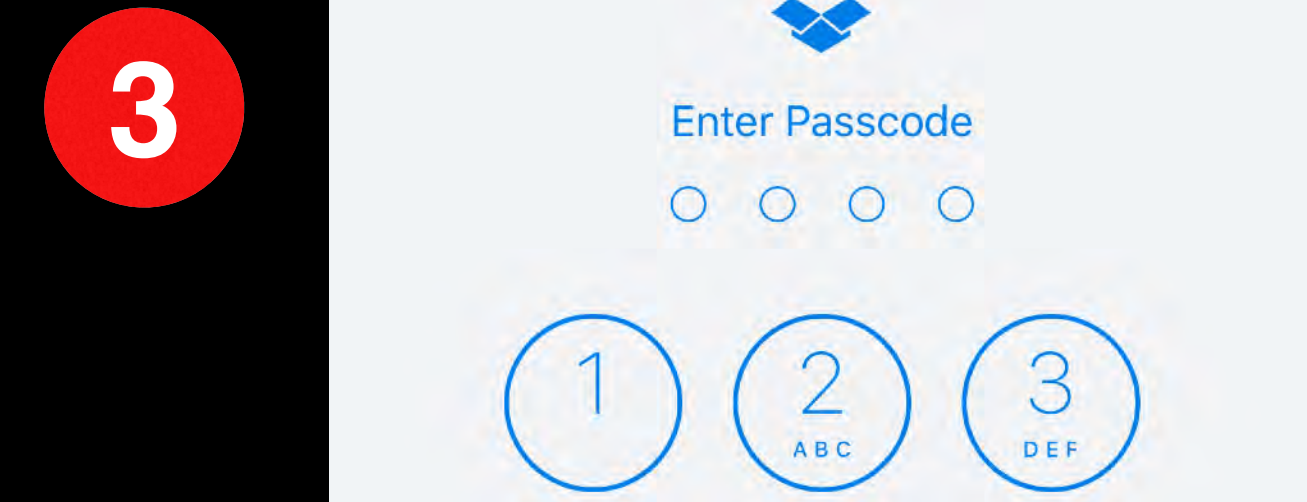
When you are ready to enable Dropbox, follow these steps:



Launch QromaScan and tap on **Settings**. Tap on 'Cloud Sync'



Slide switch to the right to enable Dropbox support



If you have the Dropbox iOS app installed, it will launch and ask you to authenticate and allow QromaScan access to your Dropbox. Otherwise, you will be asked to enter your Dropbox user name and password and allow access.



When you first enable Dropbox, it will begin the initial mirroring process of uploading all your images and settings to Dropbox. You can do other things while this is going on, but if you leave QromaScan, this process will be paused and resumed when the app runs again.

Using Dropbox

QromaScan stores its images and settings inside its own folder in the **Apps** directory, on the first level of your Dropbox. QromaScan does not have access to your entire Dropbox; just its own app directory.

After the initial sync is complete, any changes you make should be updated very quickly. You can edit images and other settings on any linked Mac or PC, and the QromaScan app will be updated automatically. If you use QromaScan Import, images placed in the Import folder will appear in the Import tab in the app, and can be used for tagging.

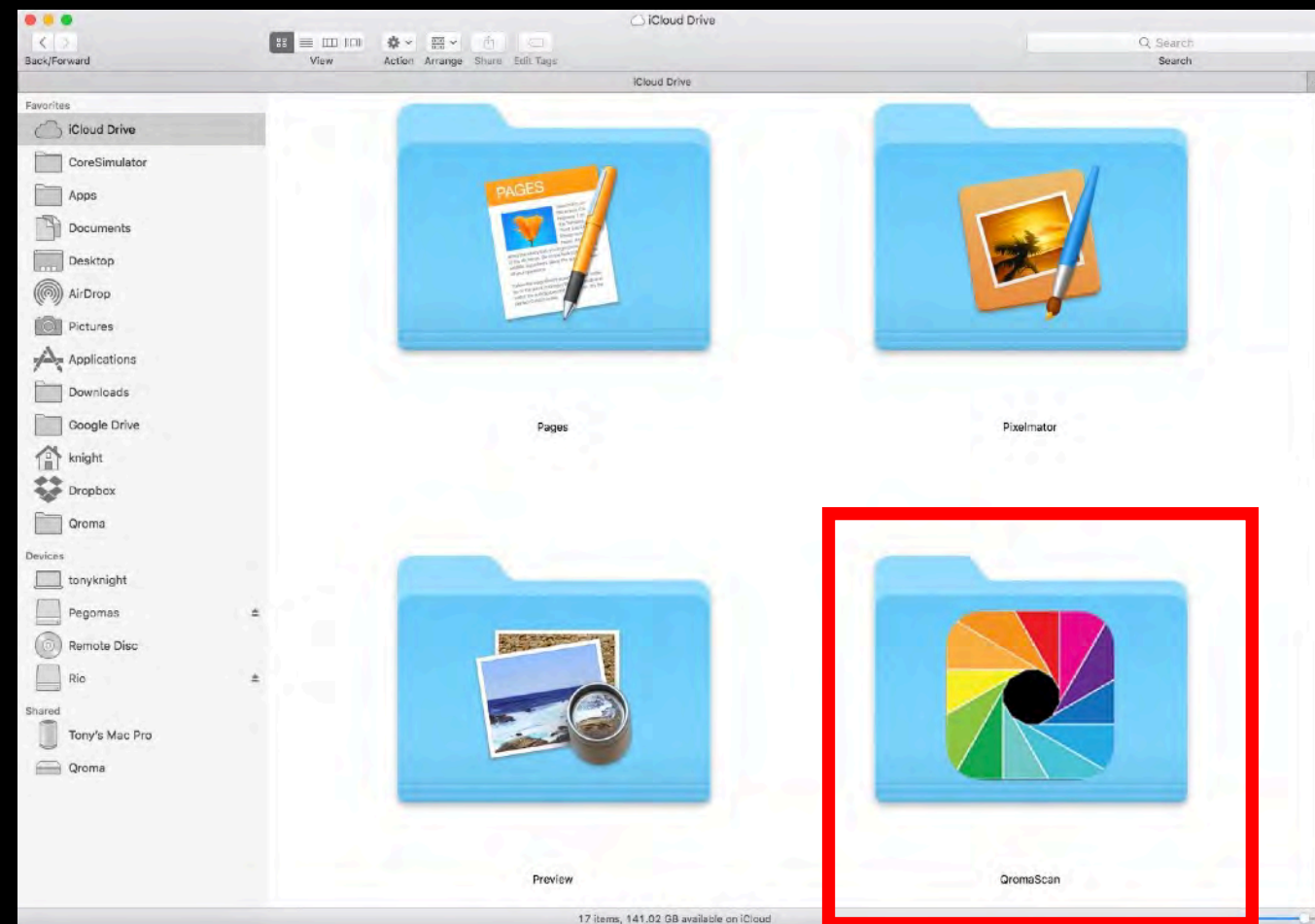
Setting Up



Relationship Manager

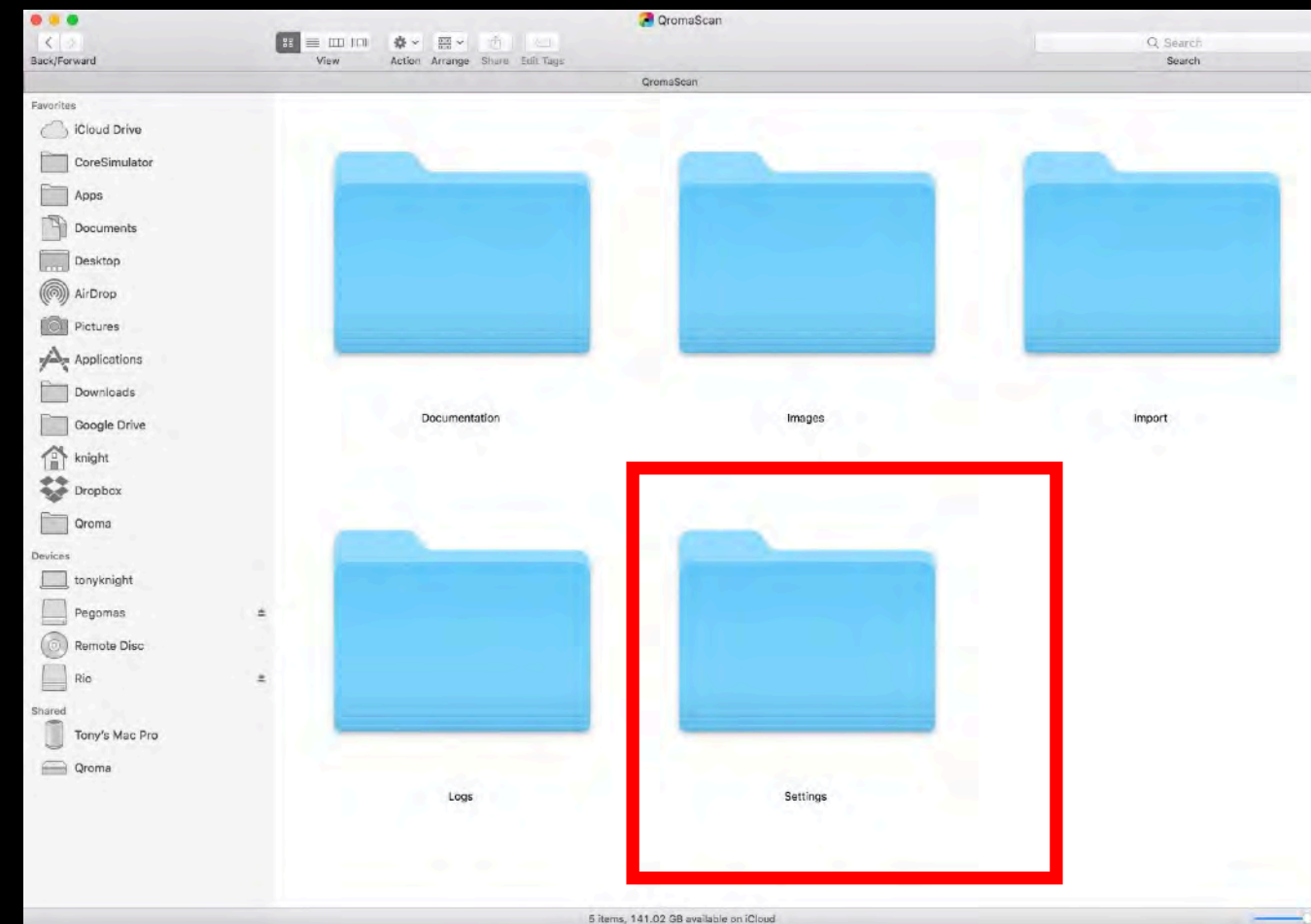
QromaScan has the ability to recognize common nouns that you would normally use to describe people in your photos, and then add their real names as IPTC Keyword metadata. You can define personal relationships, like your father, a grandparent, or any other single word noun and during the recognition phase,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

1



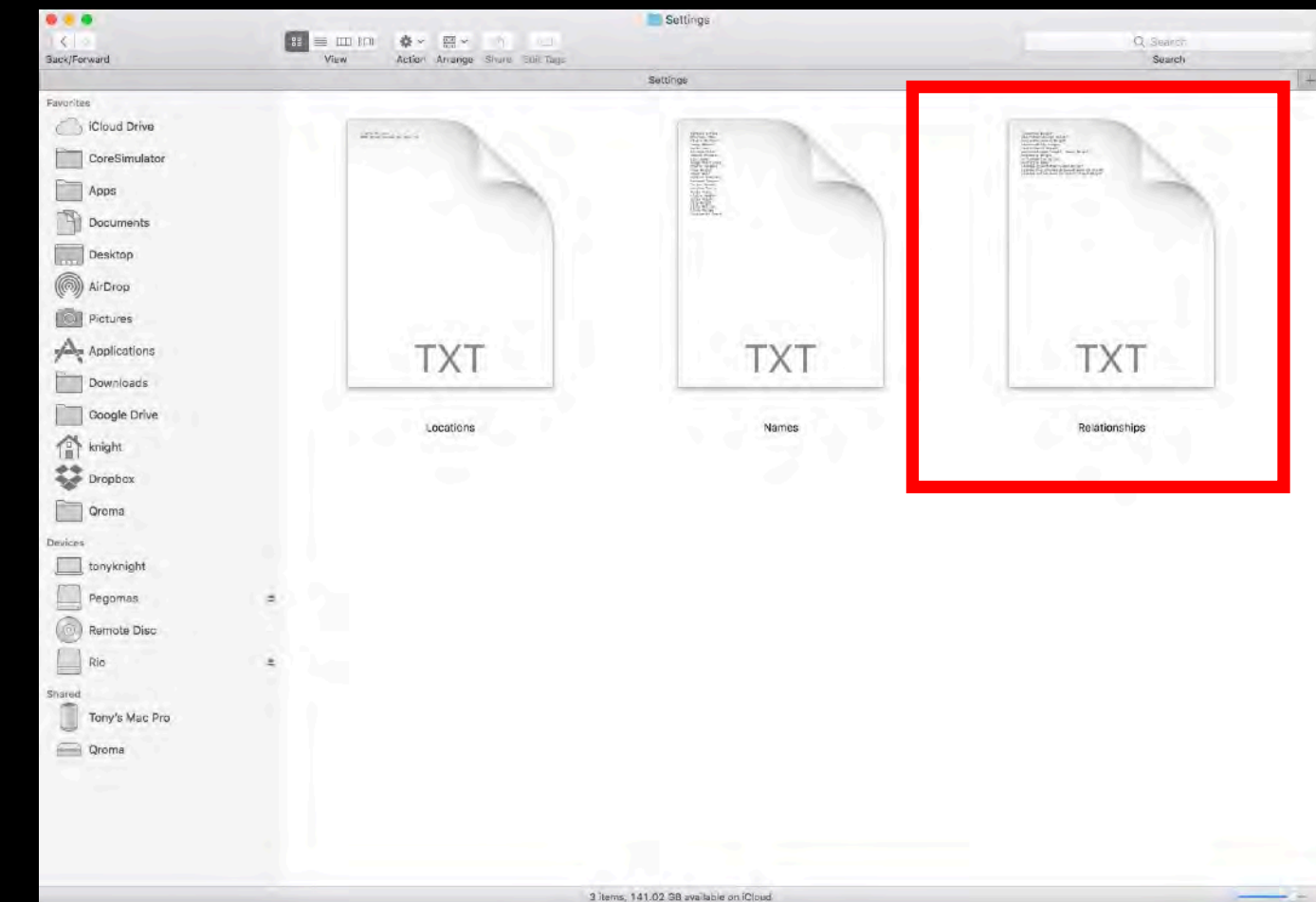
Enabled either [iCloud](#) or [Dropbox](#) support in Cloud Sync and find the QromaScan folder. In this example, it is located in the iCloud Drive folder on this Mac.

2



Open the QromaScan folder, then locate and open the Settings folder.

3



Locate the Relationships.txt file, and open it with a text editing program, like TextEdit.

Setting Up



Relationship Manager

4

```
i,me=Tony Knight
dad,father=Joseph Knight
mom,mother=Susan Knight
brother=Billy Knight
sister=Sally Knight
parents=Joseph Knight, Susan Knight
dog=Woofy Knight
uncle=Spartan Wilson
```

The Relationships.txt file is a way to define commonly used nouns and pronouns with their personal relationship to you. The structure is simple; here are the rules:

Start with a noun you might use to identify someone in your photo. For example, start with 'me' and use an equal sign to separate the pronoun from your full name. Here is how that example would be written.

me=Tony Knight

You can group nouns or pronouns to resolve to the same name by separating them with a comma before the equal sign. For example, if you wanted to resolve both 'dad' and 'father' to Joseph Knight, it would be written like this:

dad,father=Joseph Knight

Now when you use the words 'dad' or 'father' in a description, the name Joseph Knight will be tagged.

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:

parents=Joseph Knight, Susan Knight

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

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=Jim Vandalay

uncle=Spartan Wilson

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 Spartan' to take the image with Spartan Wilson. If you say the word 'uncle' without specification, QromaScan will tag the image with the first uncle on the list, which in this case would be Jim Vandalay.

5

Relationships	
< Back	Relationships
PARENTS	Joseph Knight, Susan Knight
I, ME	Tony Knight
DAD, FATHER	Joseph Knight
DOG	Woofy Knight

Finally, separate each relationship with a carriage return and when you are done, save the document as a pure text file, and make sure it is not rich text, or .rtf.

After you save the file, Cloud Sync will update your Relationship Manager on your iOS device running QromaScan. You can see your list by going to the Relationship Manager in Settings.

Whenever any of the defined relationship nouns are recognized during speech recognition, QromaScan will tag the image with the full name of the person associated with it.

Setting Up

Importing Names



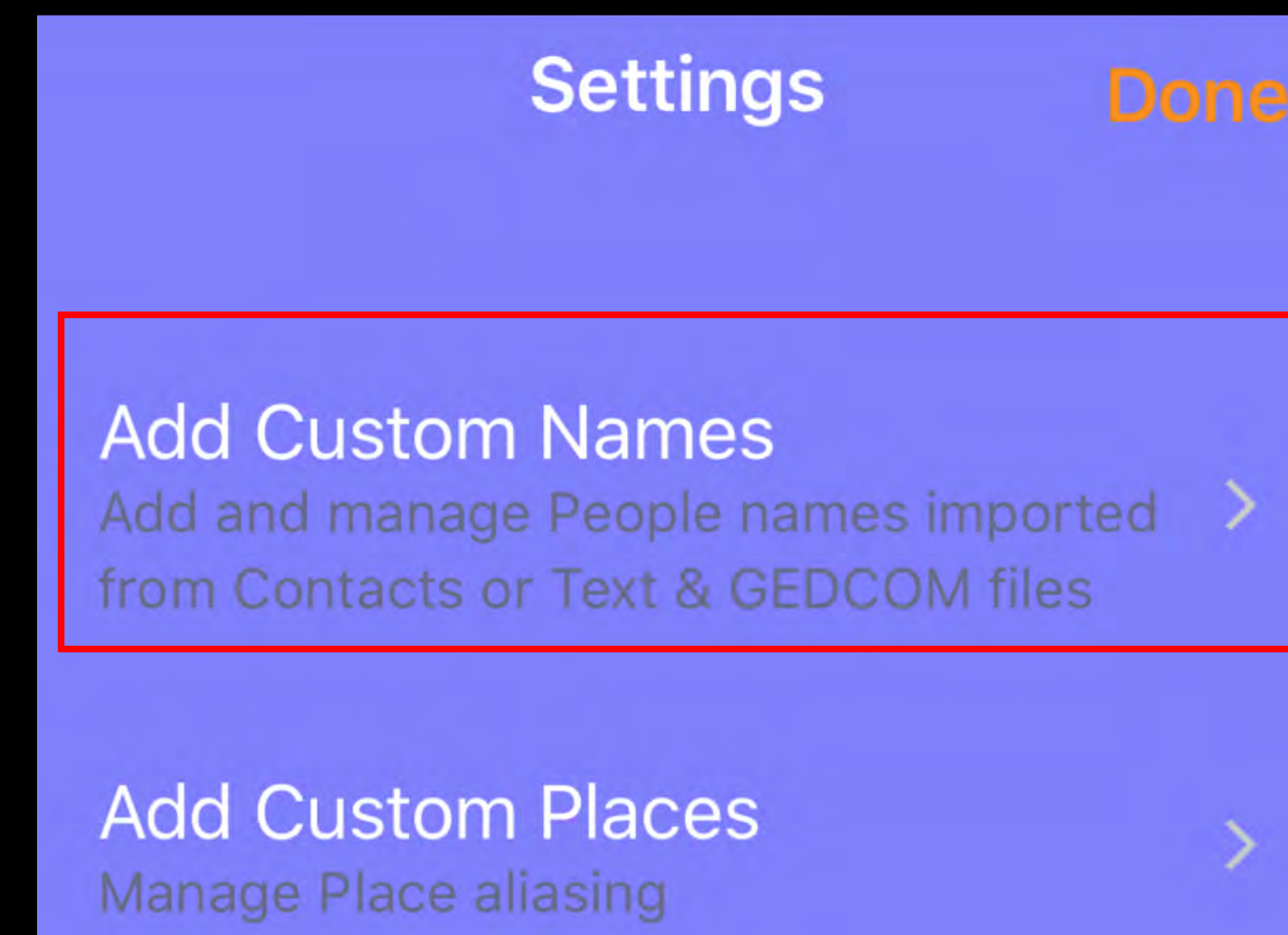
Our next setup step is to add Names to your offline voice recognition vocabulary so that they may be used to tag the people in your photos during the scanning process. When tagged, they appear as IPTC Keyword metadata.

QromaScan supports 4 methods for entering names into the vocabulary:

Contacts Lookup	Use your phone's contact list
Text File Import	Type a list of names into a text file
GEDCOM Import	Import your family tree through an intermediary file called GEDCOM
Manual Entry	Add a single name into the vocabulary list

Adding Names can be a one time process, but if you find later that you need to update your vocabulary to add more names, you can quickly add more names using your Mac or PC through iCloud Drive or Dropbox. The changes will automatically be brought back into QromaScan.

Start the process of adding Custom Names by tapping that option in the Settings Panel



Setting Up

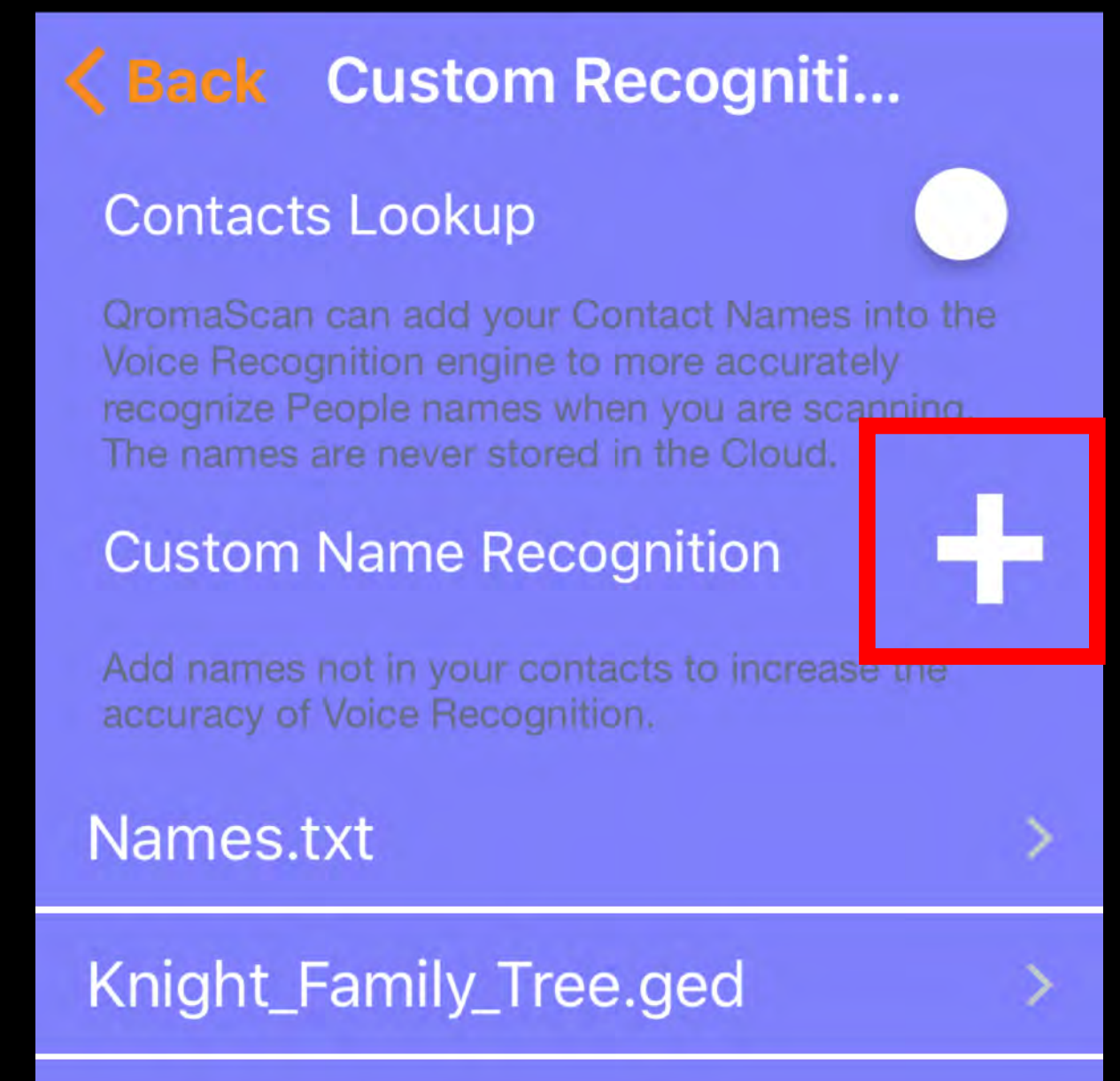
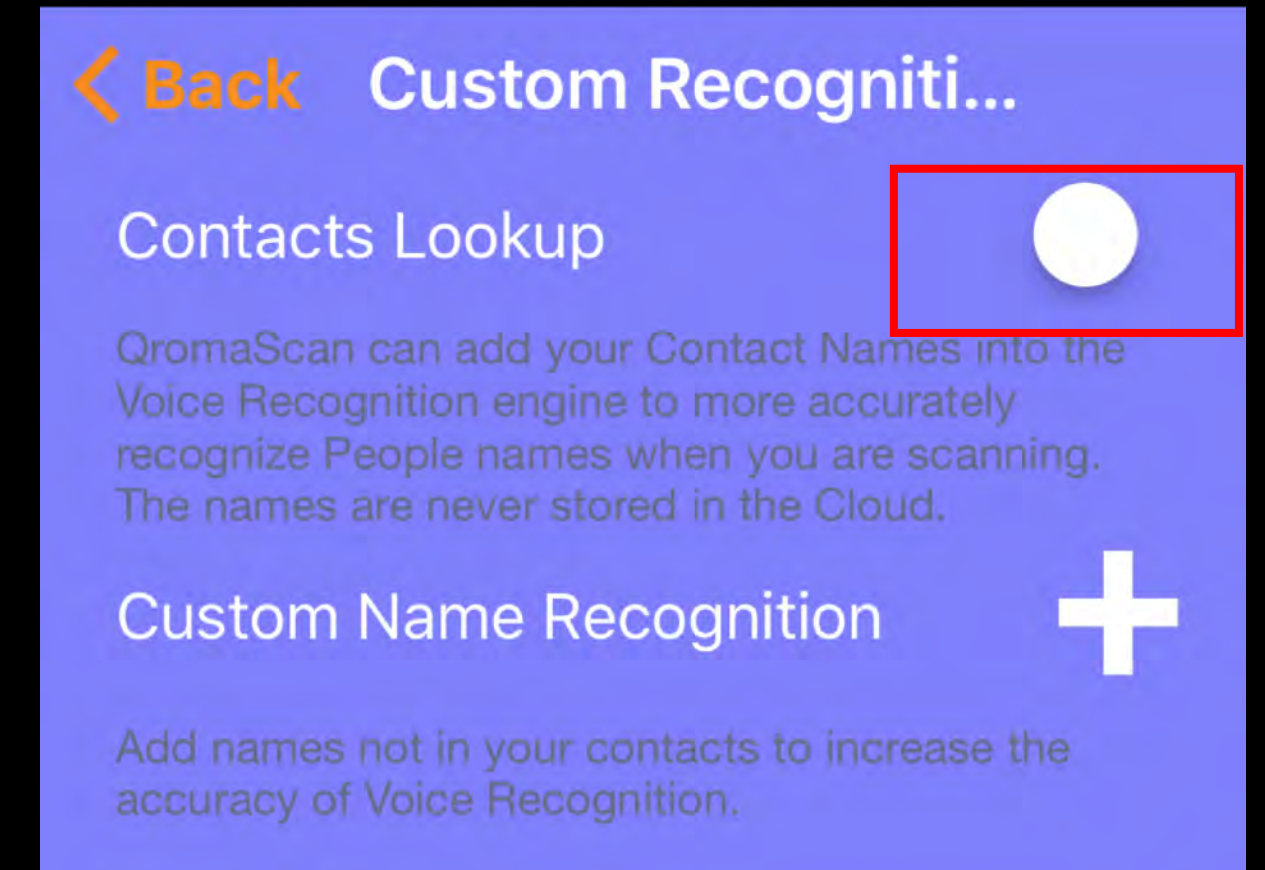


Importing Names - Contacts

The easiest way to import names into your vocabulary is to turn on Contacts Lookup. Flipping this switch brings your entire Contacts list into the QromaScan and they can be used to tag people in your photos. It's the recommended way to get names into QromaScan quickly, and you can use this method in conjunction with other methods in this section. These contact names are never transmitted to Qroma LLC or to any third party entities.

Adding Names - Single Entry

You can also add names into the voice recognition vocabulary one by one. Simply tap on the plus icon and add the name and save it.

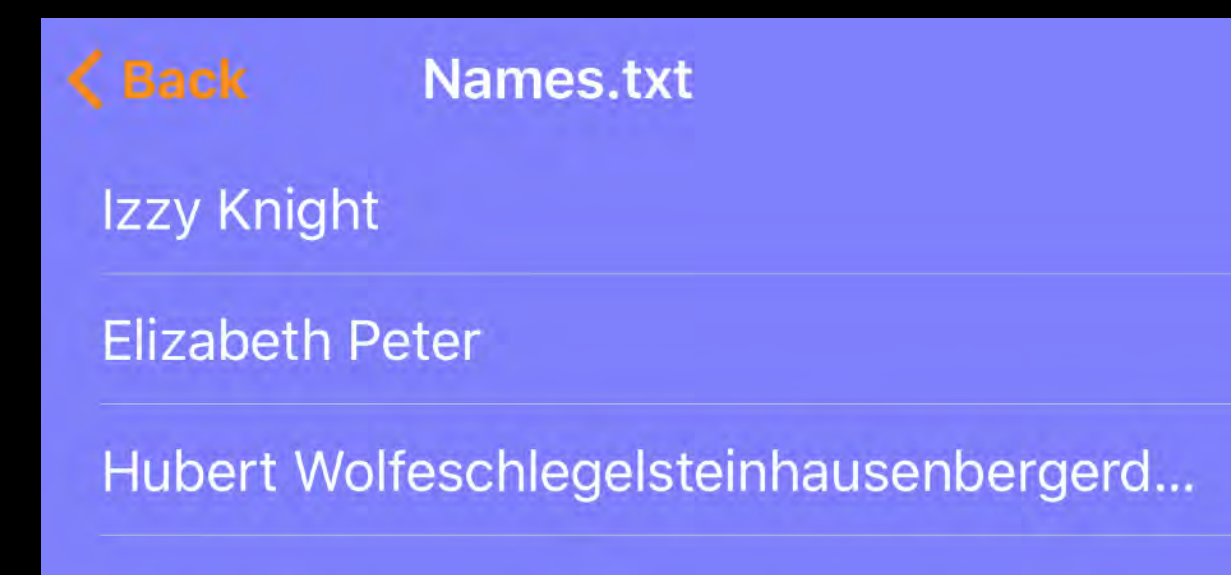
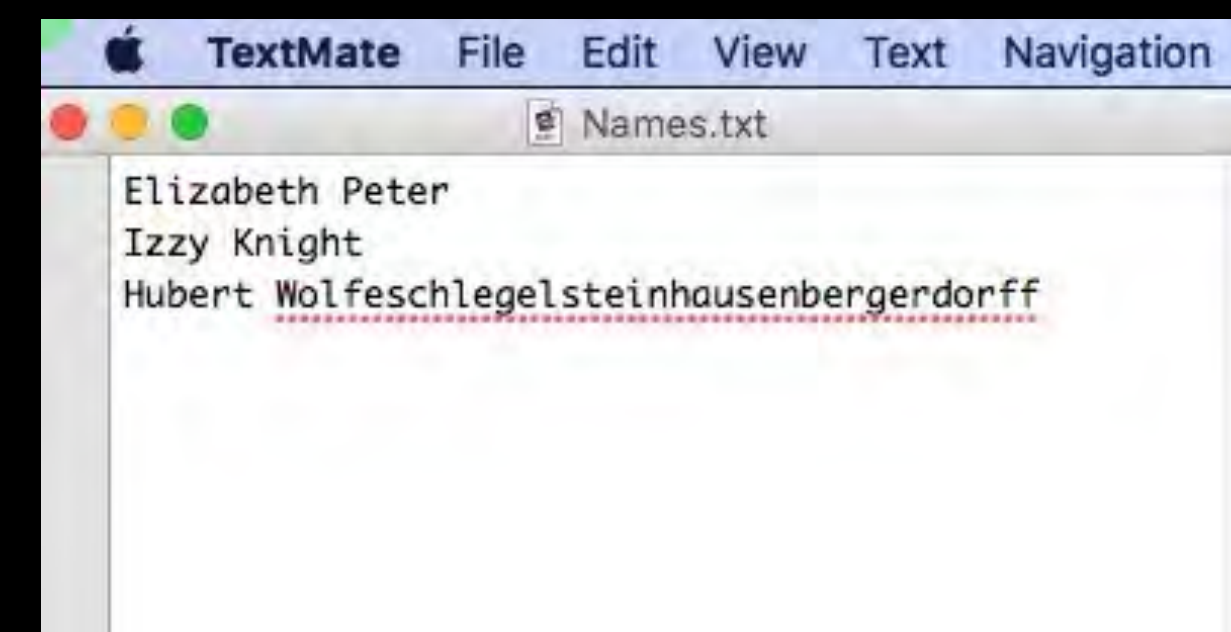
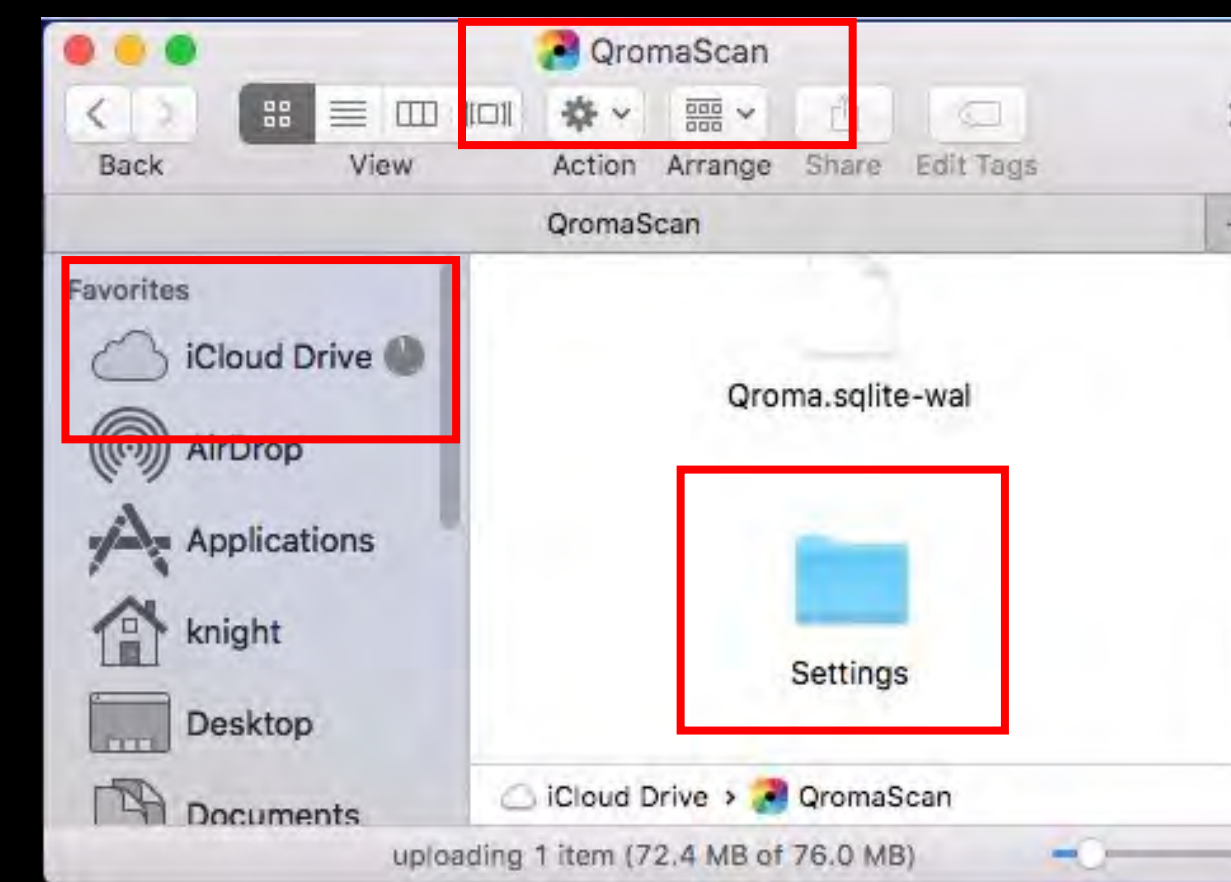


Setting Up

Importing Names - iCloud or Dropbox

You can add names to your QromaScan names vocabulary easily by editing a standard text file on your computer. With iCloud or Dropbox sync turned on, go to your QromaScan folder, and open the folder title 'Settings'. From there, open the file called **Names.txt** with any text editor. Now, follow these steps:

- *Add one name per line, and separate each line with a carriage return.*
- *After adding names, save the file and the changes automatically move to QromaScan.*
- *Make sure your program saves the file as plain text and not rich text format (.rtf).*
- *The imported names now appear in the QromaScan app in the Custom Names setting panel, under **Names.txt***
- *If you need to add additional names, just add them to the bottom of the list and save.*



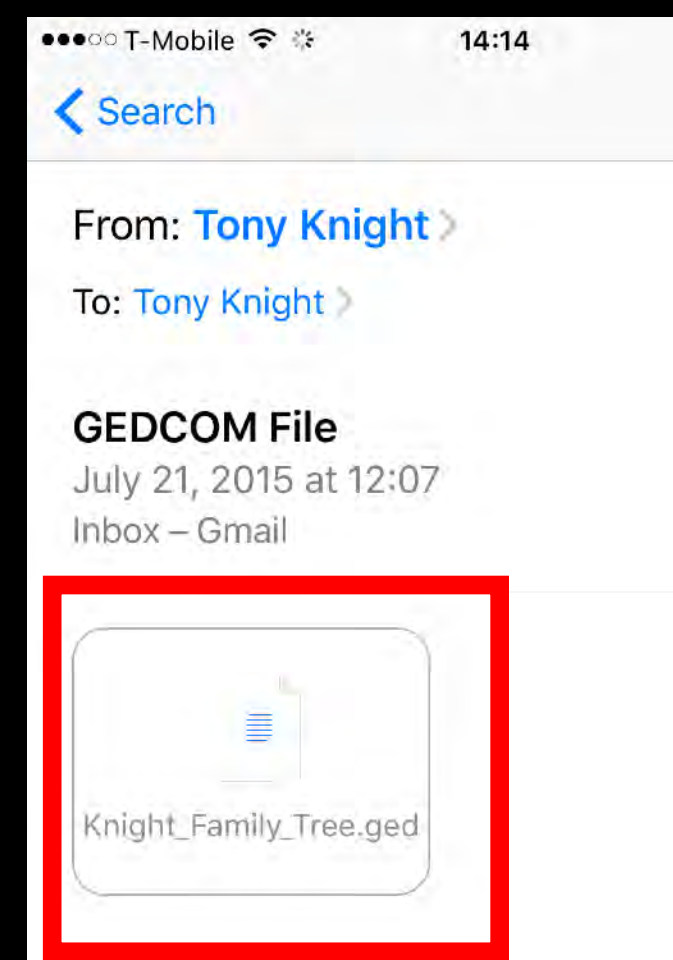
Setting Up

Importing Names - GEDCOM Import

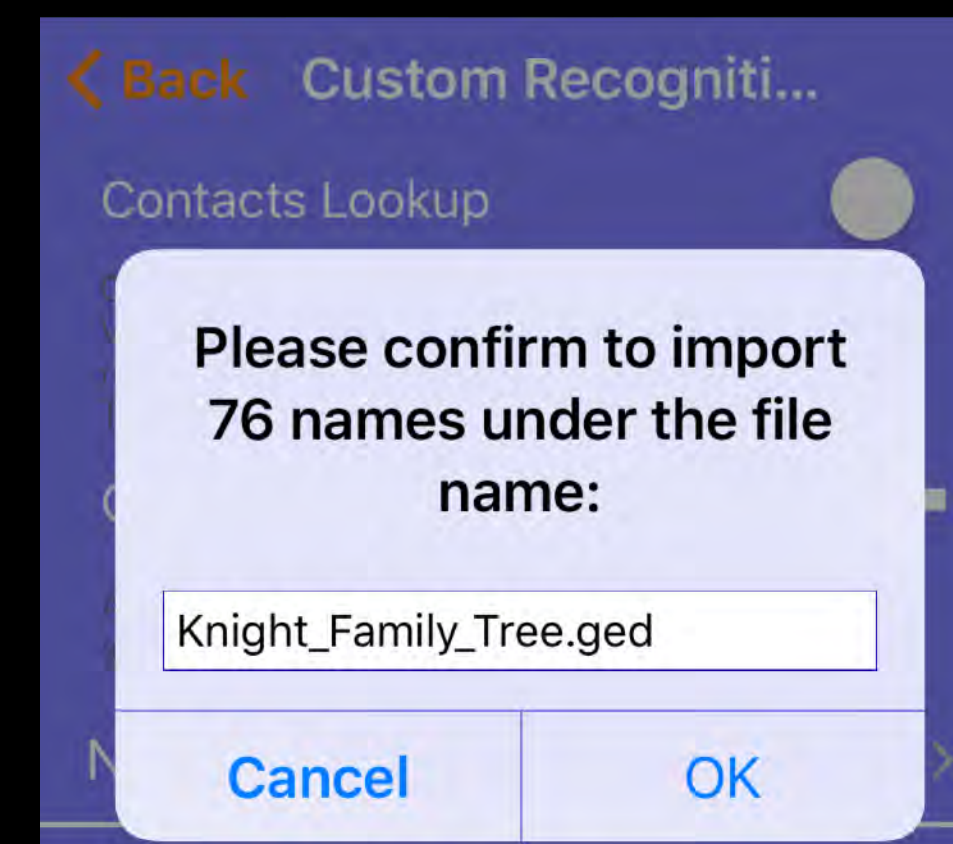
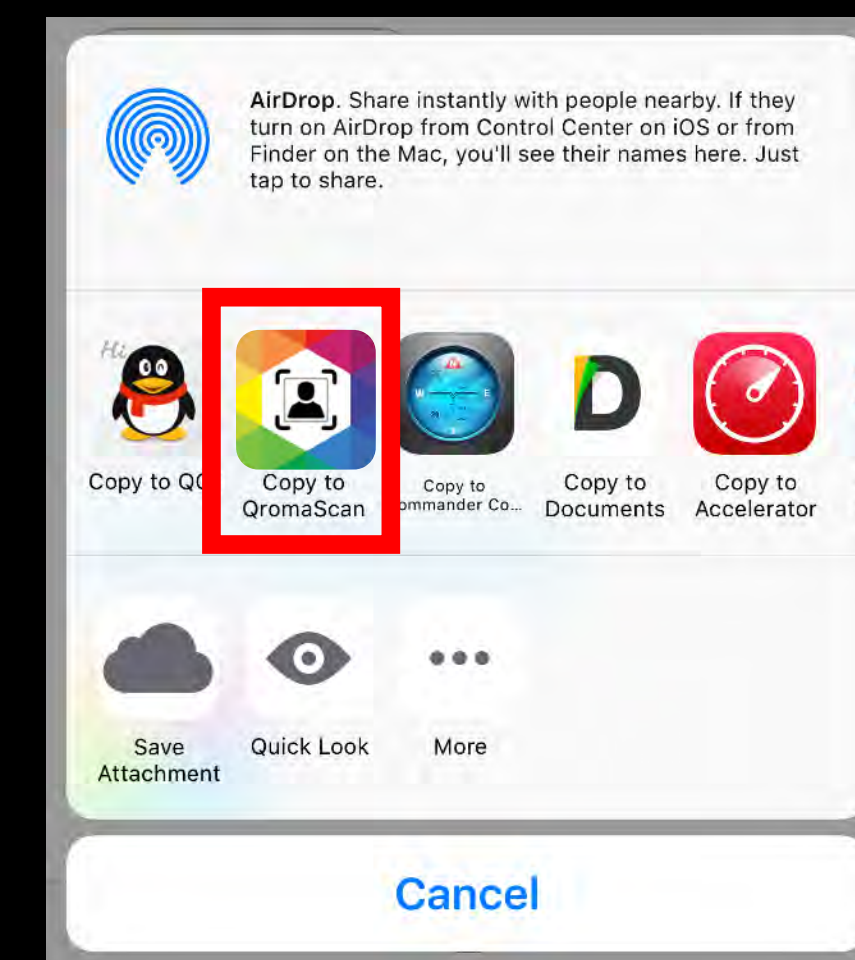


1

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If you have a family tree, you can import all your family members into QromaScan through a GEDCOM file, which is an intermediary file that allows family trees to move to different programs. Follow these steps to import your tree:

- 1) Export your family tree into a GEDCOM file.
- 2) Email that file, as an attachment, to an email account on a device that has QromaScan installed on it.
- 3) Collect the email, then tap and hold down on the attachment box until the Share tab opens, and you see a list of apps that can open this file.
- 4) Slide the app icons over and select QromaScan.
- 5) QromaScan will launch and allow you to name this list.
- 6) Your names are now imported into the vocabulary

Family tree names are never transmitted to Qroma LLC or to any third party entities.

Setting Up



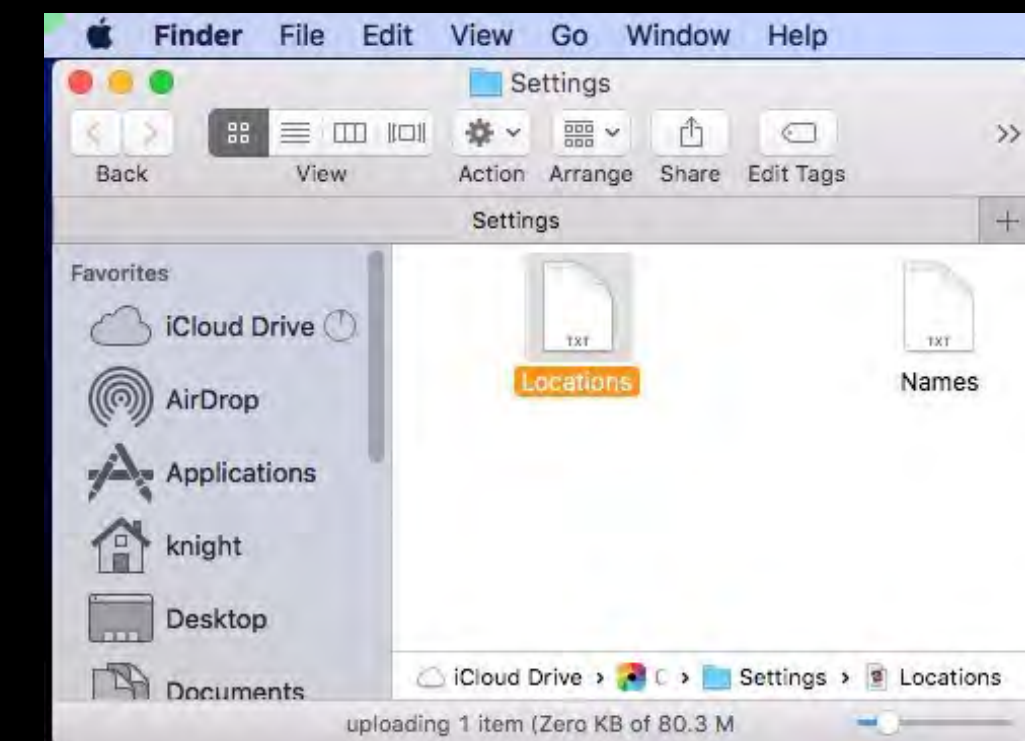
Importing Custom Places

You can tag your photos to precise locations using the standard online voice recognition engine. In most cases, just by uttering a street address or a well know place, QromaScan can geotag your photos right to that spot.

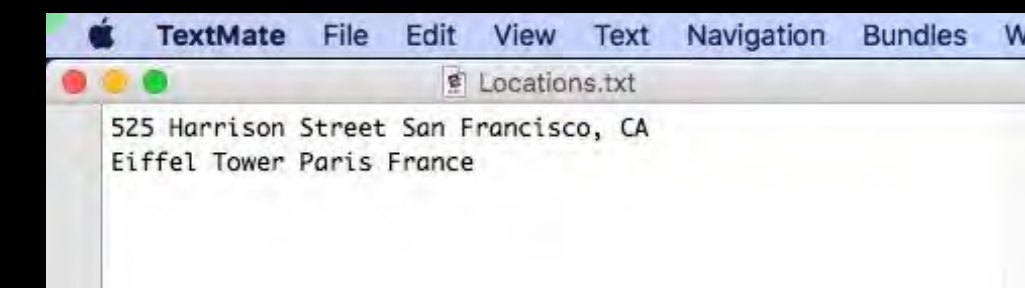
However if you use these locations often, QromaScan supports a method for creating presets of these locations where instead of having to repeat them, you can use a preset name, such as “Location 1” or “Location 2”. This step is optional, and you can do it later. *Follow these steps to make your place presets:*

- 1) With iCloud or Dropbox turned on, go to your QromaScan folder, and open the folder title '**Settings**'.
- 2) From there, open the file called **Locations.txt** with any text editor .
- 3) Add one location per line, and separate each line with a carriage return.
- 4) Make sure your program saves the file as plain text and not rich text format.
- 5) After adding names, save the file and the changes automatically move to QromaScan.
- 6) The imported names now appear in the QromaScan app in the Custom Places setting panel, under Locations.txt
- 7) If you need to add additional names, just add them to the bottom of the list and save.

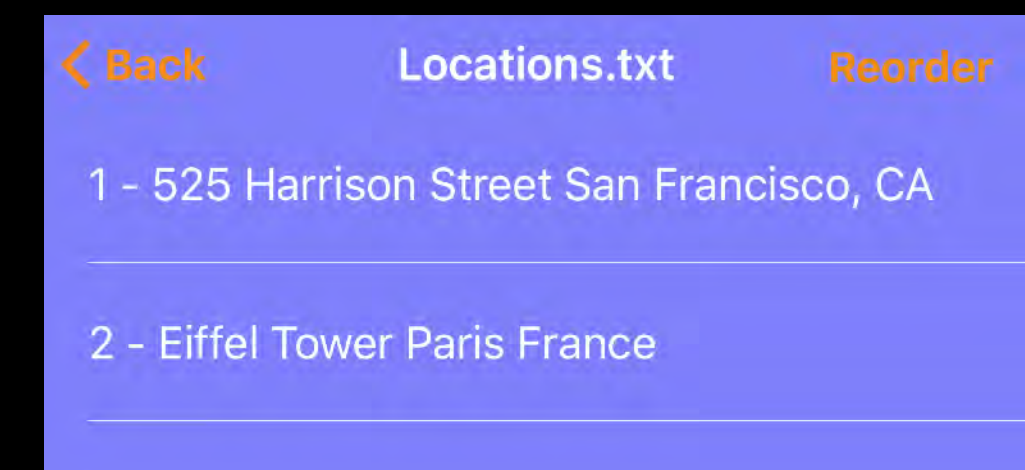
1



2



3



See the section title '**Using Custom Place Presets**' for instructions on how to use these presets.

Scanning Photos

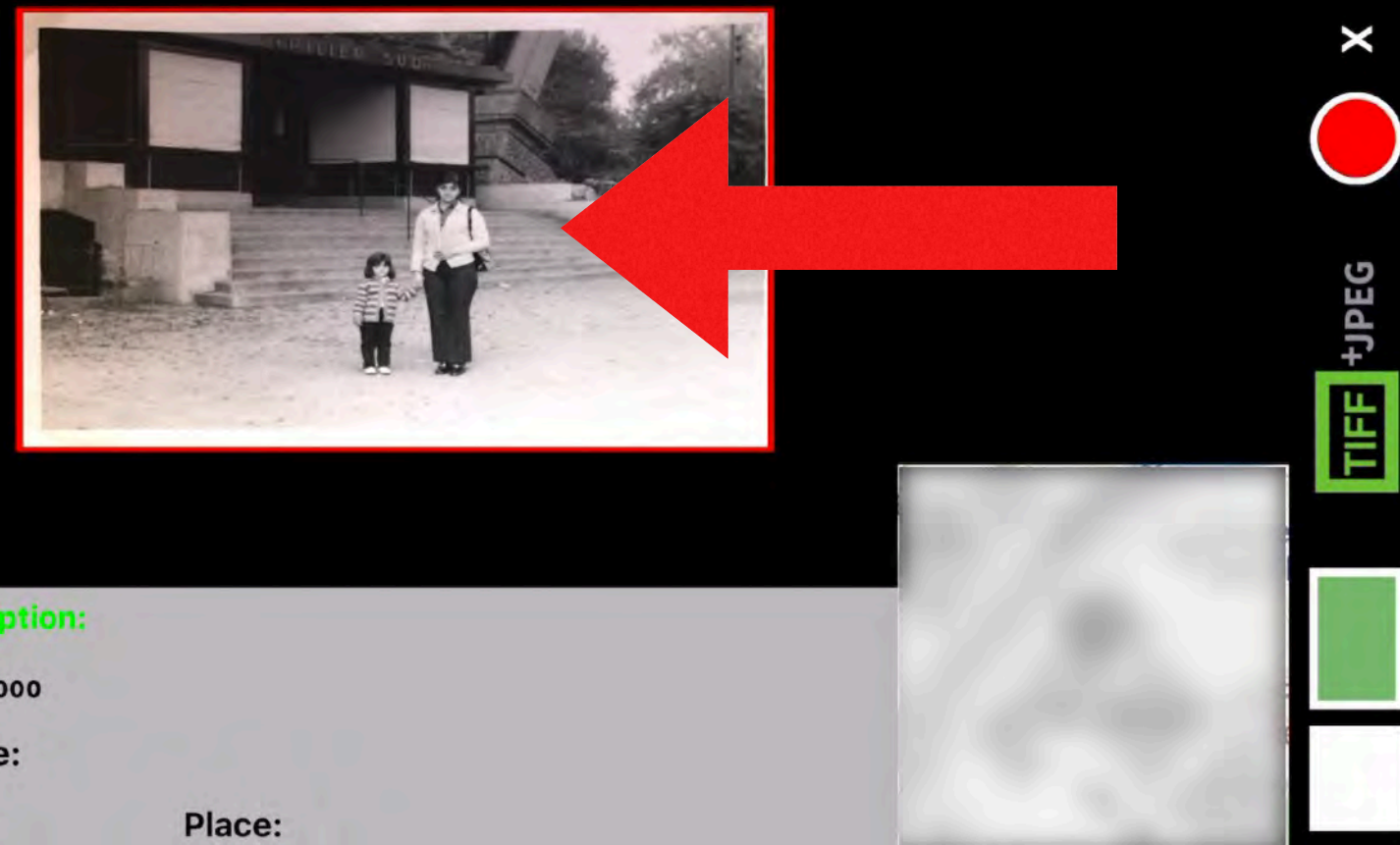


Scanning Process Overview

Here is a look at the scanning process. Over the next few pages, we will cover each area in more detail.

1

Place Photo & Set Crop Size

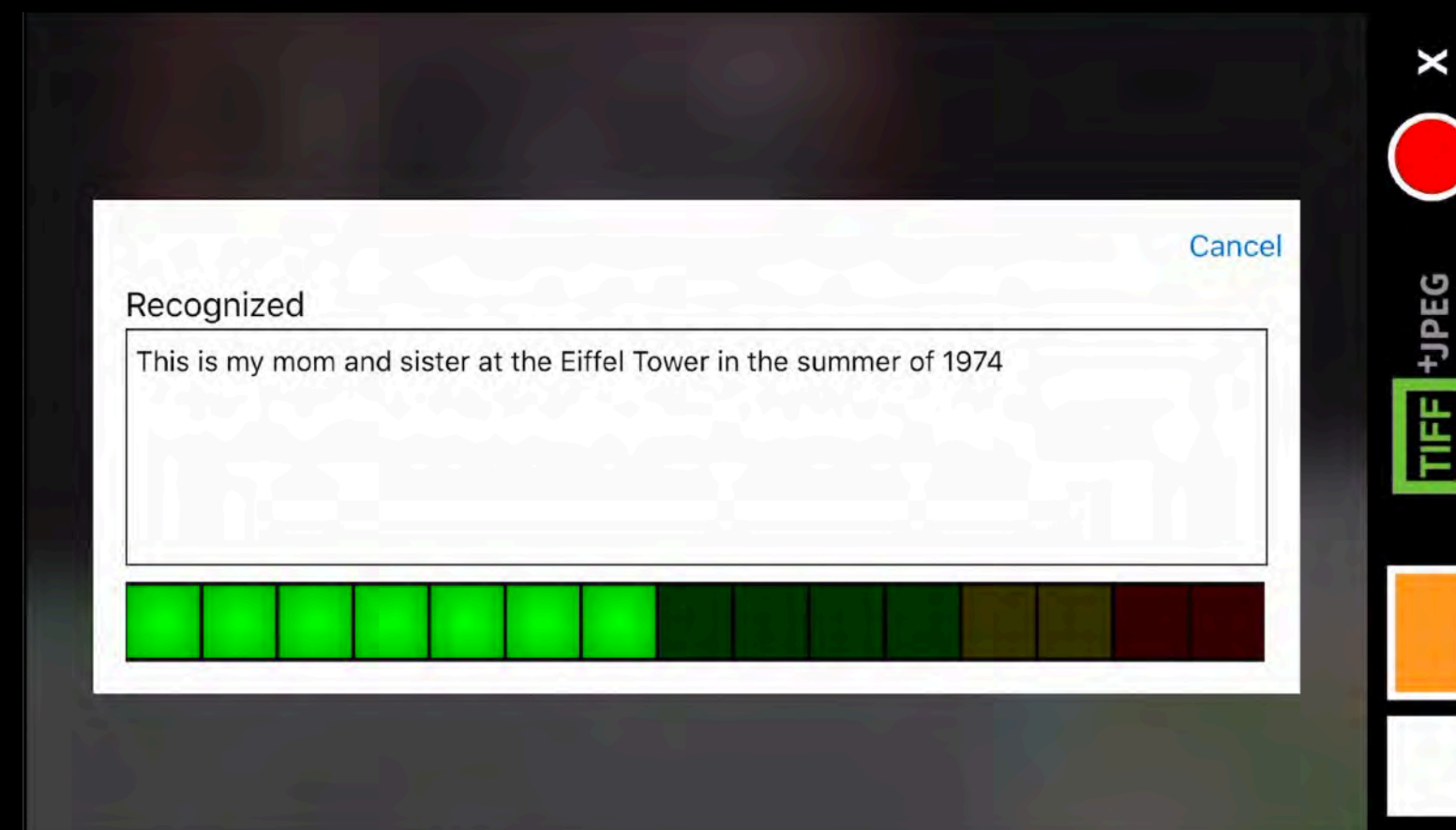


Slide your photo into the back of the LightBox and tap on the red crop box to select one of the popular print sizes that matches your photo.

You can customize the crop box size for specialized print sizes.

2

Create Metadata



Tap on the Voice Control Indicator to start a recognition session and tell QromaScan about your photo. Our software will then automatically detect and tag your image with metadata for date, location and people names.

3

Capture Image



After recognition occurs, say **'Capture'** or tap on the Capture button to scan the image. QromaScan will capture the image, and embed the metadata into the file. If you have iCloud or Dropbox turned on, you should see the image on your computer within seconds.

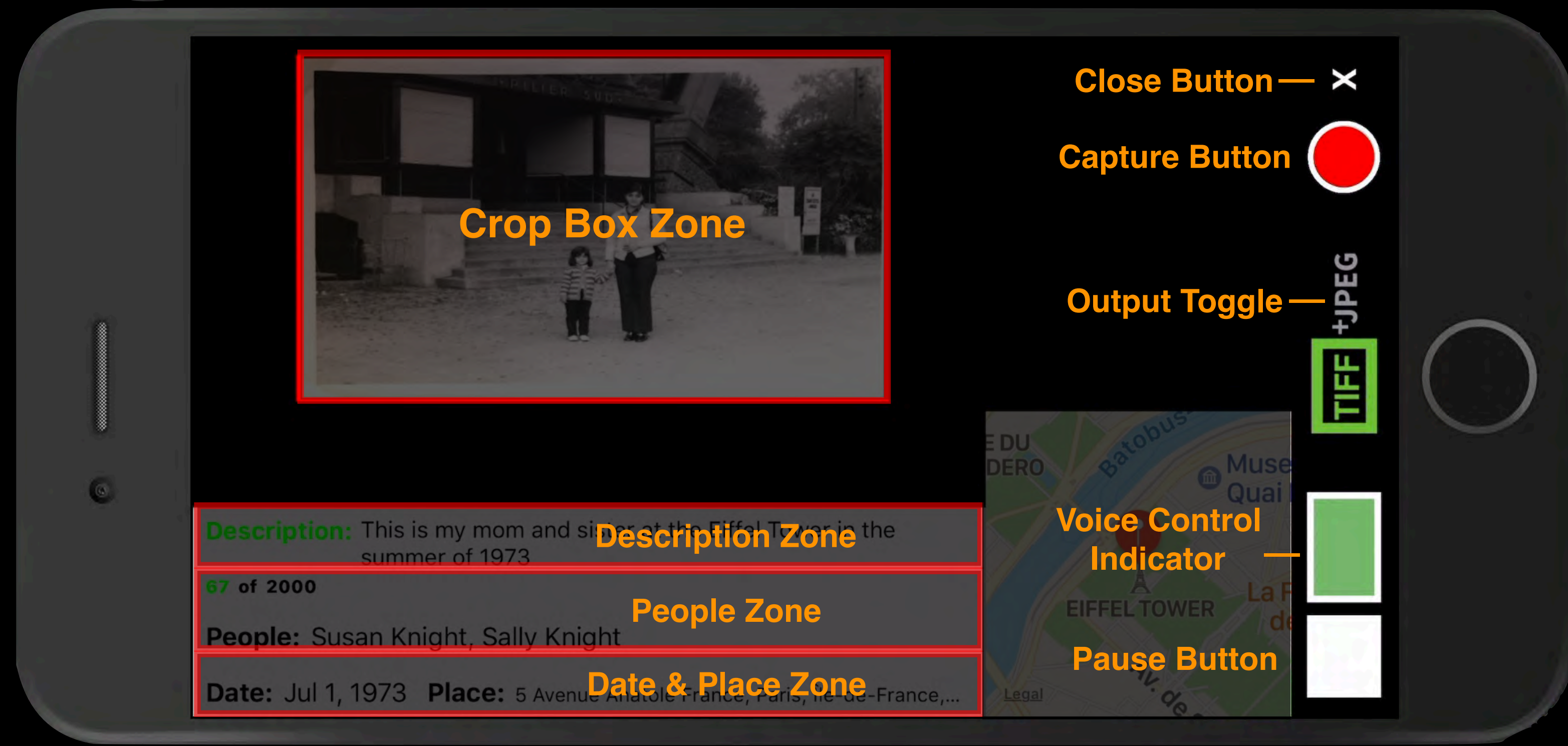
Scanning Photos



Using the Touch Interface

Touch Zone	Function
Close	<ul style="list-style-type: none"> Closes Scan window and goes back to the Gallery.
Capture Button	<ul style="list-style-type: none"> Single tap captures image inside Crop box. Tap and hold for more than 1 second captures entire screen.
Output	<ul style="list-style-type: none"> Tap to toggle between JPEG Only, TIFF Only or TIFF +JPEG
Voice Control Indicator	<p>Green Indicators means silence is detected, and a command can be give.</p> <p>Amber indicators means some speech or noise is detected.</p> <ul style="list-style-type: none"> Single tapping on the indicator starts online recognition. Long pressing pauses the offline recognition system
Pause Button	<ul style="list-style-type: none"> Single tap pauses the camera view to save battery power. Another tap restores camera view.
Description	<ul style="list-style-type: none"> Swipe left to toggle writing of Description into the photo's IPTC Description metadata field. Green is on. Swipe right to clear all metadata fields.
People	<ul style="list-style-type: none"> Single tap clears last added name. Tap and hold clears all names.
Date & Place	<ul style="list-style-type: none"> Single tap clears field. Swipe up to reveal People and Custom Places panel.
Crop Box Zone	<p>Single tap cycles through popular print sizes.</p> <ul style="list-style-type: none"> Pinch and zoom horizontally to grow crop box width. Pinch and zoom vertically to grow crop box height. Pinch and zoom diagonally to grow crop box height & width proportionally.

QromaScan uses a number of touch taps and gestures to control the scanning operation. This guide will show you how each control is used.



Scanning Photos

Using Voice Commands



In addition to the Touch Interface, QromaScan supports 7 voice commands that can be used during scanning. These are optional, but can be helpful in reducing the amount of screen touches.

You can give a voice command anytime the Voice Control Indicator is **green**. Here are the commands:

Command	Description
“Qroma”	This command is the equivalent of tapping on the Voice Control Indicator to get into online recognition mode.
“Capture”	This command is the equivalent of tapping in the Capture button, and will scan the image inside the crop box.
“BackScan”	This command will scan the backside of image and associate it with the last scanned image.
“ClearAll”	Clears all the metadata from the screen.
“Template1”	Say the word ‘template’ immediately followed by the number of the scan template you would like to use. For example “TemplateOne” or “TemplateFive”
“Template Smaller”	Makes the current template 5% smaller
“Template Bigger”	Makes the current template 5% smaller

Scanning Photos



Setting TIFF options

QromaScan supports the capture of losslessly compressed TIFF images. TIFF images contain all the pixel data coming from your phone's camera sensor, and unlike JPEG images, don't undergo a quantization process that can reduce image quality.

Use the TIFF control button in the Scan view to control the image quality output:



A greyed out button indicates it will capture standard JPEG images only.



Tap once to capture TIFF images only.



Tap once again and QromaScan will capture both TIFF & JPEG images. Only the JPEG image will appear in the Gallery. Tap again to return to JPEG only capture.

Working with TIFF Images inside QromaScan

- If you capture both TIFF & JPEG images, editing the metadata of the JPEG image in the Gallery will also apply that change to the companion TIFF image, as long as it is still available.
- If you capture both TIFF & JPEG images and use the built in Photo Editor, it will change just the JPEG image and leave the TIFF image untouched.
- If you capture TIFF only images, the Photo Editor will not save changes to that image.
- Move the archival TIFF images away from QromaScan only after you believe you have made all your metadata changes. If the file gets moved, QromaScan can only modify the metadata of the JPEG image.

Scanning Photos



Placing Photos & Setting Crop Size

1

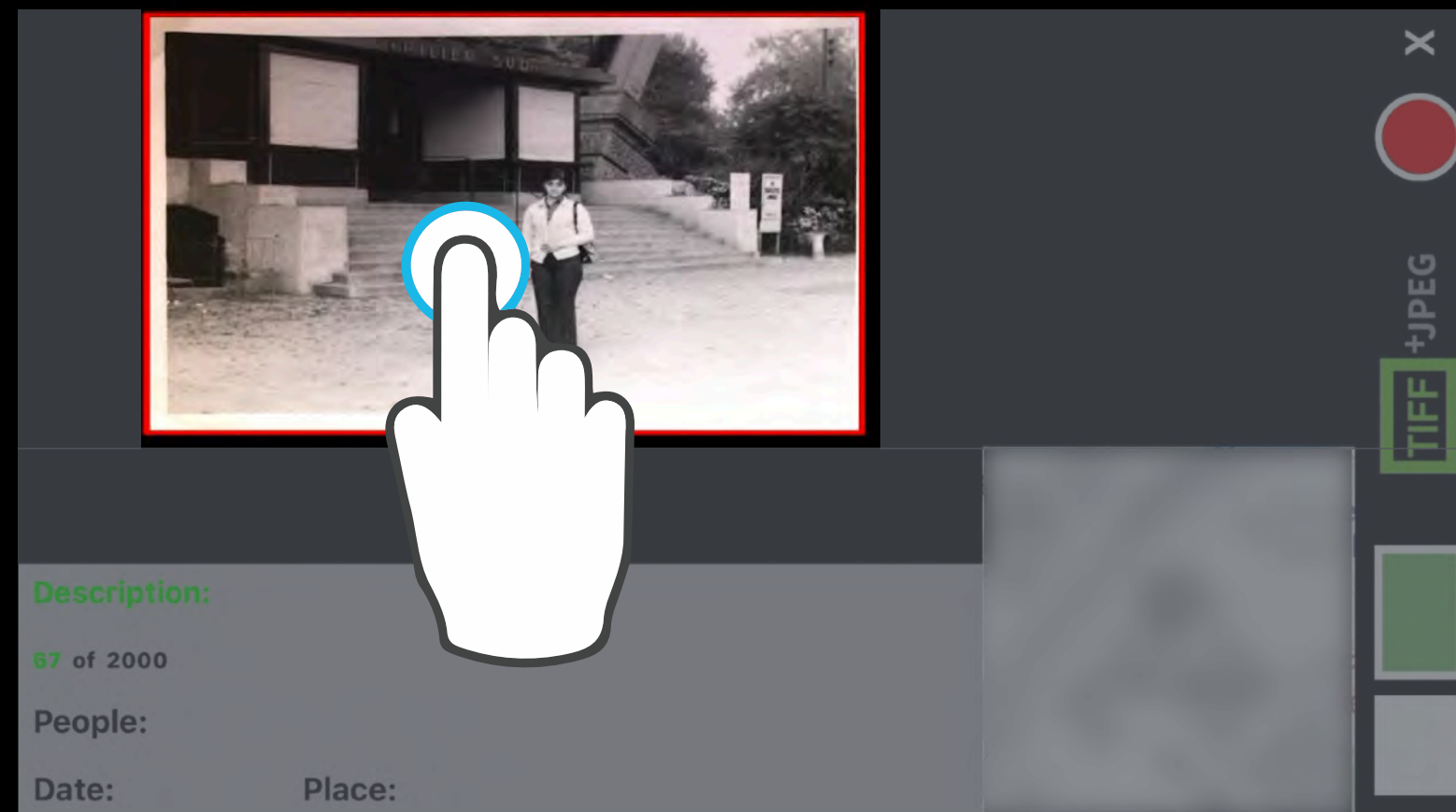
Slide in Photo



Once you have placed your iPhone onto of the LightBox, and started the QromaScan app in Scan mode, slide a photo along the back of the slide box until it reaches the edge of the red box.

2

Select Template



- Tap inside the red crop box to cycle through a list of popular print photo sizes.
- Stop when you find the one that matches your print size.
- You can set the default template size in **Settings > Templates**. Slide left on a desired template and tap on the 'Default' button to use that size each time you enter Scan mode.
- You can also switch to Metric sizes in the Templates Settings.

3

Adjust Crop

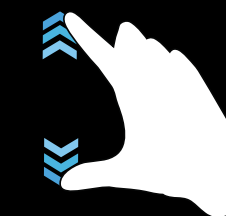
If the crop box isn't exact, you can easily adjust it with a few gestures.



- If the crop box is the right size, but isn't directly over the image, use a single finger to drag the crop box over the image.



- Inside the crop box, pinch and zoom horizontally to grow crop box width.



- Inside the crop box, pinch and zoom vertically to grow crop box height.



- Inside the crop box, pinch and zoom diagonally to grow crop box height & width proportionally.



Scanning Photos



Setting Metadata - Natural Language Recognition

QromaScan has the unique ability to turn what you say about an image into photo metadata that you can later use to easily find your photos by a combination of date, location or people. Here is how it works:

1

Start Recognition



+JPEG
TIFF



Description:

67 of 2000

People:

Date:

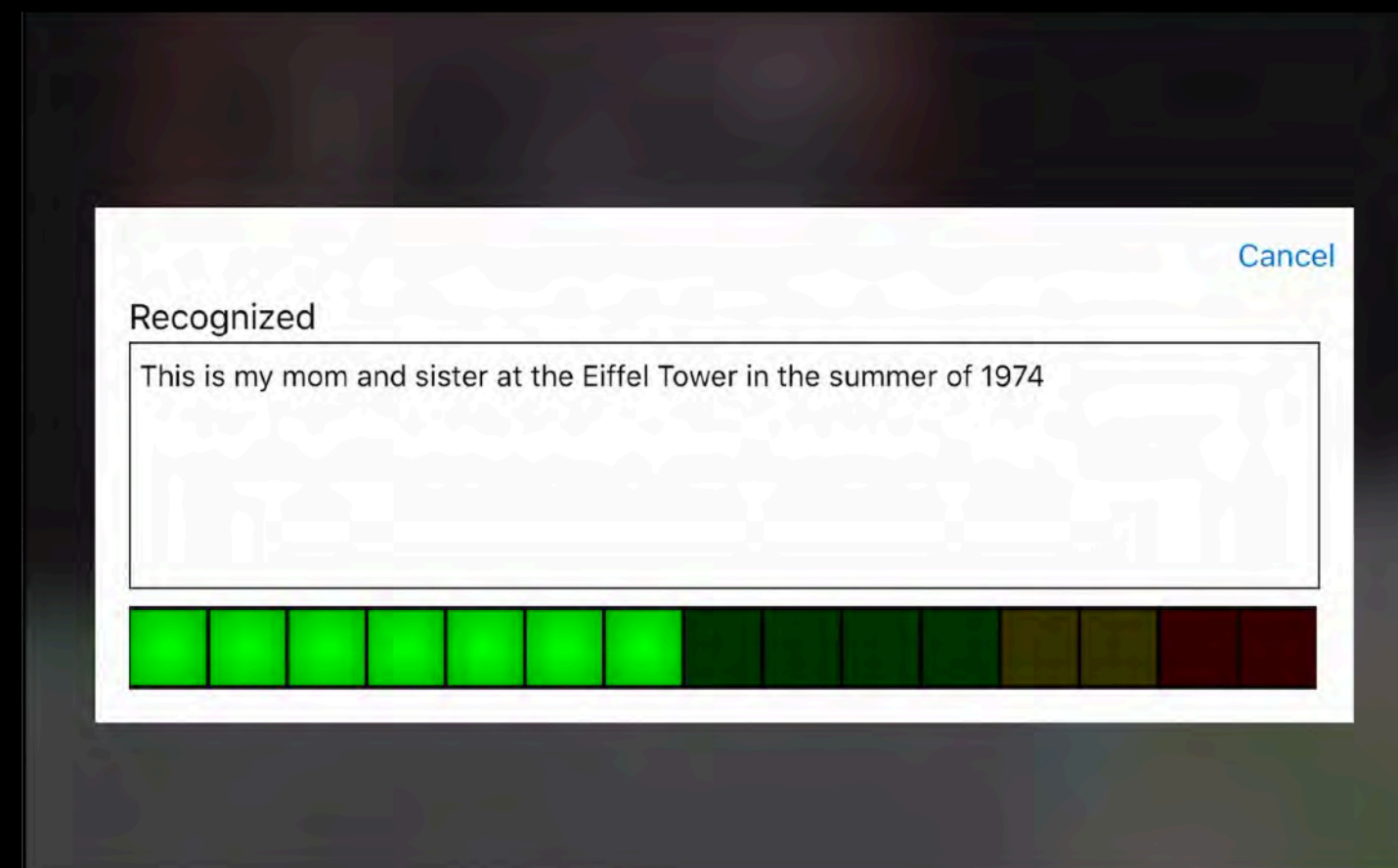
Place:

Tap the Voice Control Indicator or give the 'Qroma' to start the voice recognition cycle.

When the recognition cycle begins, the background will blur and a recognition windows appears.

2

Describe your Photo



+JPEG
TIFF



Wait for an alert tone to sound before you start describing your photo. Here are some tips:

- Try to come up with a sentence that says who's in the photo, where and when it was taken, and what is going on.
- Use people that you defined in the Relationship Manager, and we will replace those pronouns with their real names when tagging the photo.
- You can say the names of people that are in your phone contacts, and we will recognize those names as long as you have **Contact Lookup** turned on in your Settings.

3

Review



+JPEG
TIFF



Description: This is my mom and sister at the Eiffel Tower in the summer of 1973

67 of 2000

People: Susan Knight, Sally Knight

Date: Jul 1, 1973 Place: 5 Avenue Anatole France, Paris, Île-de-France,...

QromaScan will detect the pause in your voice automatically close the recognition window. Review the detected metadata. If the description and detected metadata is correct, say "Capture" or tap on the red button to capture the image with metadata.

If you need to add names of People that were not detected in online recognition mode, see the [next section](#) for how to add People names in offline mode.

Scanning Photos



Setting Metadata - Adding People Names

If you have names of people in your photos that were not recognized during the description phase of online voice recognition, you use a second more accurate voice recognition engine in **offline mode**. Here are the steps.

Offline mode is available any time the Voice Control Indicator is **green**.

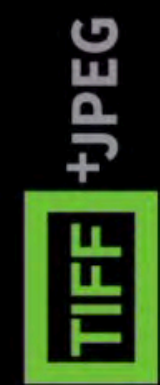
When the indicator is **green**, say a first and last name together, and wait for recognition tone before saying another name. When QromaScan recognizes a name, the name appears in the People metadata and an acceptance tone sounds.

- If the indicator is **green**, it is detecting silence and that is the best time to have a name or command recognized.
- If the indicator is **amber** and you are not talking, there may be some background noise interfering with the recognition. Wait until the indicator is **green** again before proceeding.
- If you are in a noisy area, you can long press on the Voice Control Indicator (which will turn **red**) to pause offline recognition until you are ready to proceed. This will eliminate false recognitions. Tap and hold again to unpause.

Once you are done adding People names, give the “**Capture**” command or tap on the red button to capture the image with metadata. If your next image contains the same metadata as the previous image, you can just issue the capture command again without having to go through another recognition cycle.



Voice Control Indicator

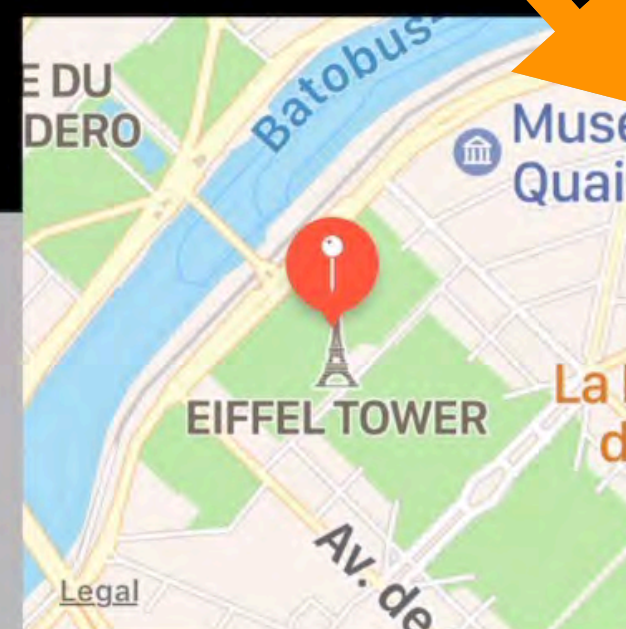


Description: This is my mom and sister at the Eiffel Tower in the summer of 1973

67 of 2000

People: Susan Knight, Sally Knight

Date: Jul 1, 1973 **Place:** 5 Avenue Anatole France, Paris, Île-de-France,...





Tips

QromaScan's Natural Language Tagging method uses machine learning and will improve the more you use it. Here are some tips that will help you get the most accurate results:

- **Use the Relationship Manager as much as possible** — Common nouns are usually easier for speech recognition engines to understand than proper names, and the Relationship Manager can easily identify these assigned nouns and replace them with full names. You can use this for more than just familial nouns, such as mother and father. Almost any single word noun will work
- **Speak clearly** — it is common for speech recognition engines to fail on small simple words or proper names that are not in the vocabulary. While there's no need to overdo it, try to talk in a normal conversational tone and try to enunciate to achieve higher accuracy.
- **Turn on Contacts Lookup** — The new speech recognition engine can accurately pick up names that in your Contact list. If you turn on Contacts Lookup, you can say the name of anyone in your contacts to tag them to your photos during the description phase. You can still tag people in your photos by saying their names one by one in offline mode, but this new capability makes it easy to tag the three important elements of a photo (the date, location & people) in one step.
- **Separate Sentences in the Description by Saying 'Period'** — The new speech recognition engine can create new sentence if you give punctuation marks as you break up your description. You can say 'period', 'exclamation mark', or 'question mark' to start a new sentence.

Advanced Techniques



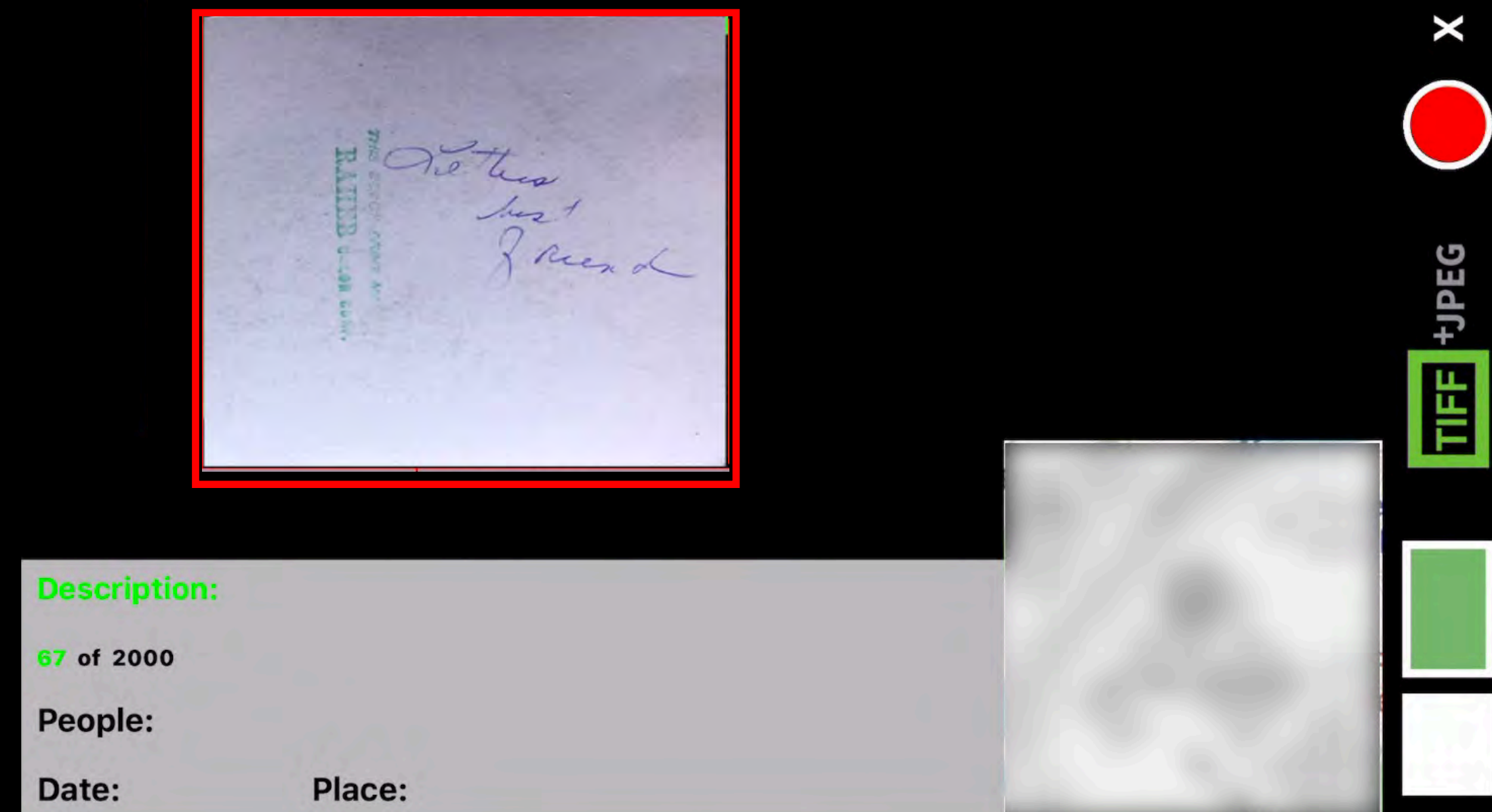
Using BackScan

Many of our photos have writing on the back of them, where notes were taken about what was going on in the photo. QromaScan can turn the important details of these notes and turn them into searchable digital metadata.

These notes, however, have important historical value, and QromaScan has a unique way of preserving them. With the BackScan feature, you can capture the back of any photo and join it with the front when viewed in the QromaScan Gallery, making them flippable.

To use the BackScan feature, simply flip the image over after you have scanned the front, and then say the command **‘BackScan’**.

Images that contain a BackScan will have a special dog eared icon in the Gallery, and when you tap to view them, you will be able to flip back and forth between the front and back image.



To capture the back of your images, flip the photo over and give the “BackScan” voice command.

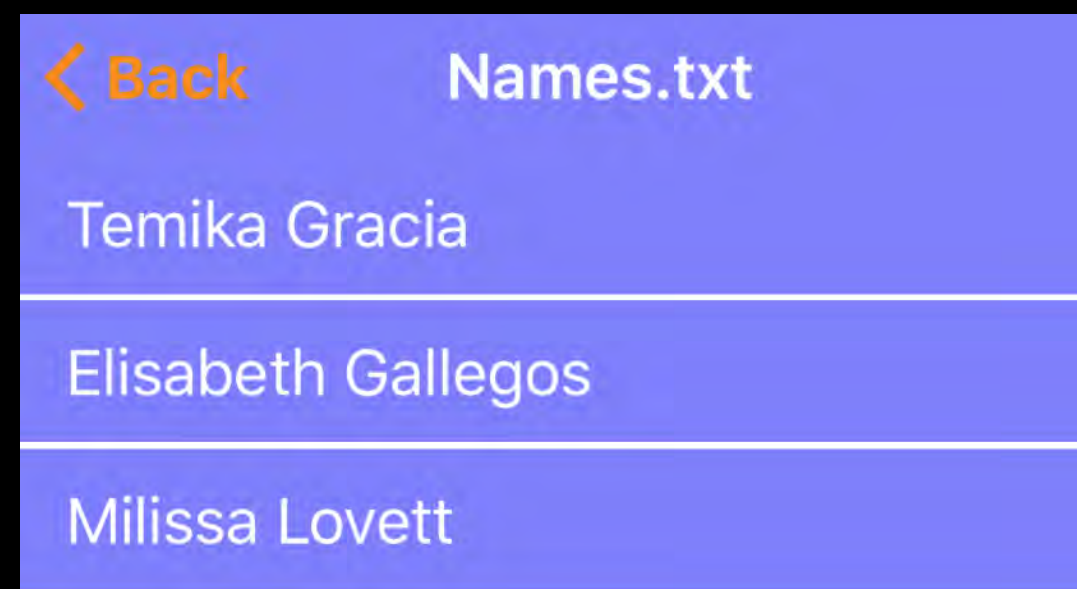
Advanced Techniques



Using People Aliasing

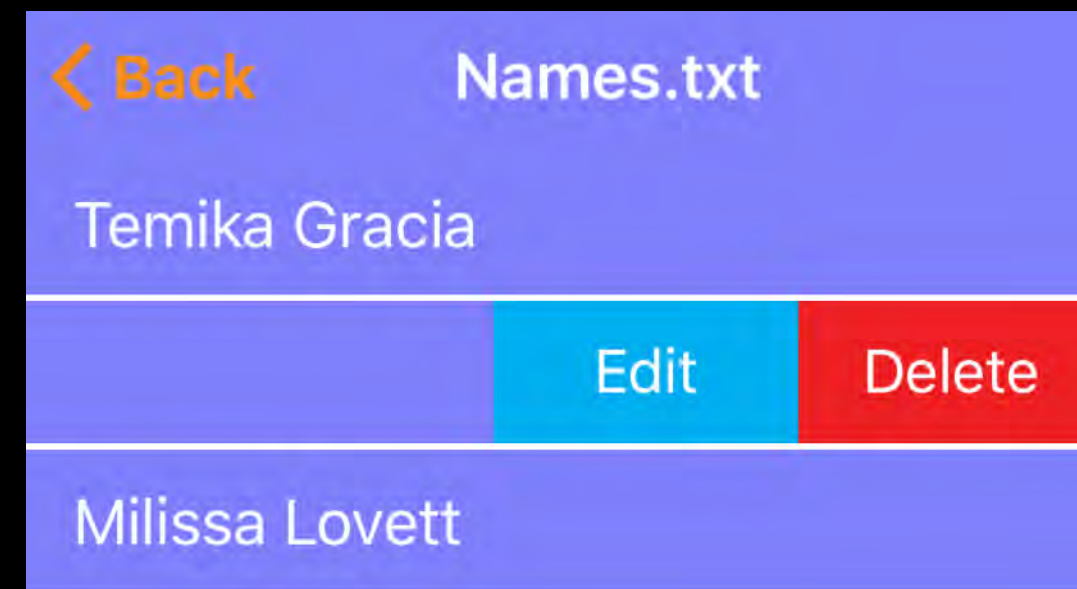
In most cases, QromaScan's offline recognition system should recognize most of your People names. However, a few names may be very hard to get recognized. To help in these cases, QromaScan has allows you to substitute a hard to recognize names with any other easier to recognize words. This is called **People Aliasing**. Here's how to use it:

1



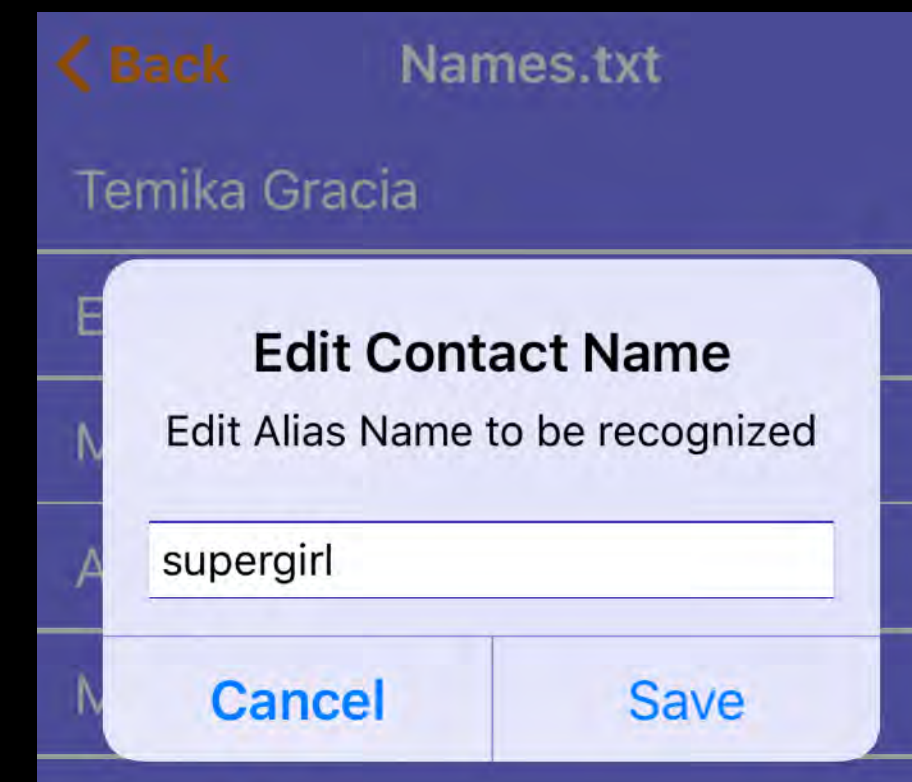
- Tap to open an imported Contact or Name list to view the contents.

2



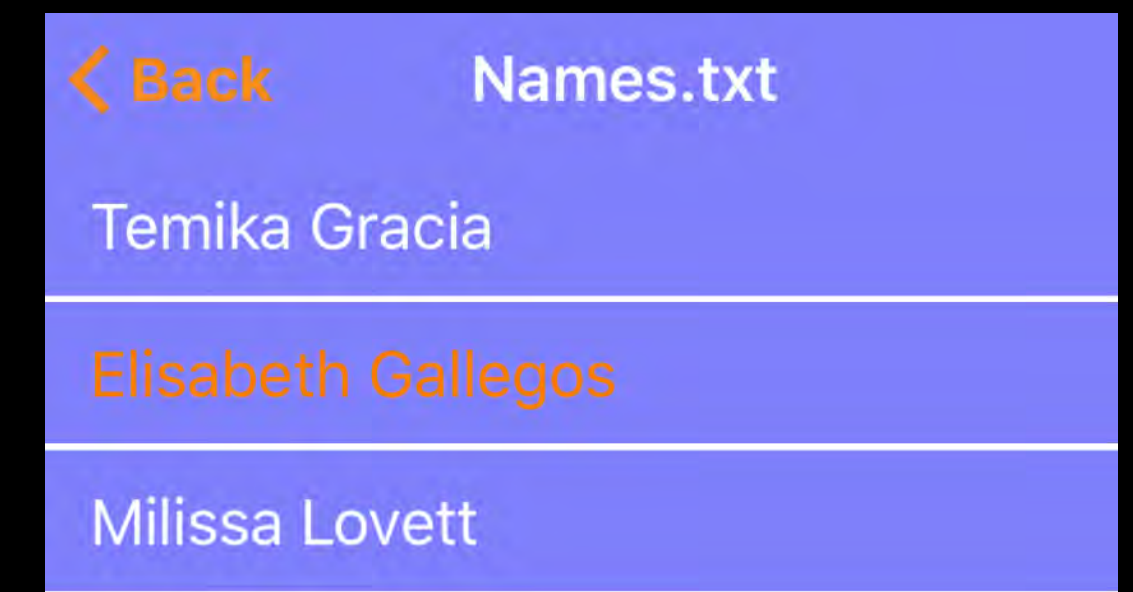
- Slide the name to the left to reveal the interface for editing the name and creating an alias. Tap 'Edit'

3



- Type in a name or word to be used as an alias. This can be any English language word. Short words do not work well.
- In this example, the word 'supergirl' will now be used as the alias. Whenever 'supergirl' is recognized, QromaScan will insert 'Elisabeth Gallegos' into the people metadata.

4



An original name that has been aliased will now appear in the list in **orange**. The alias can be removed by again using the Edit too and deleting the text.

Advanced Techniques



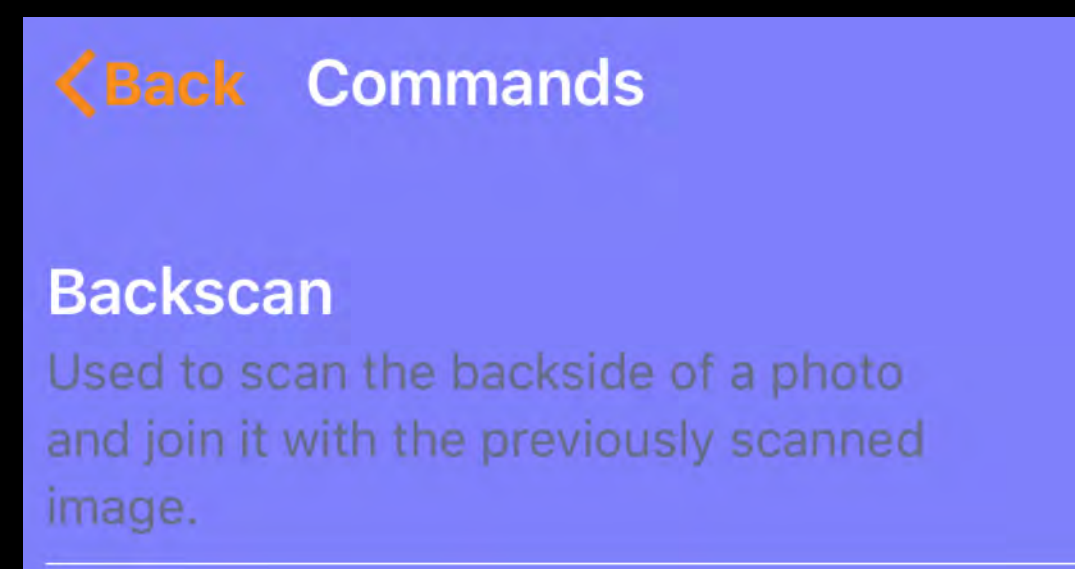
Using Command Aliasing

There are 7 optional commands that can be used instead of using the Touch interface during scanning operation. If you are having problems getting these commands recognized, QromaScan allows you to swap out these commands for any other English word as a way to increase recognition. This is called **Command Aliasing**, and it can be used with any language supported by QromaScan. Follow these steps:

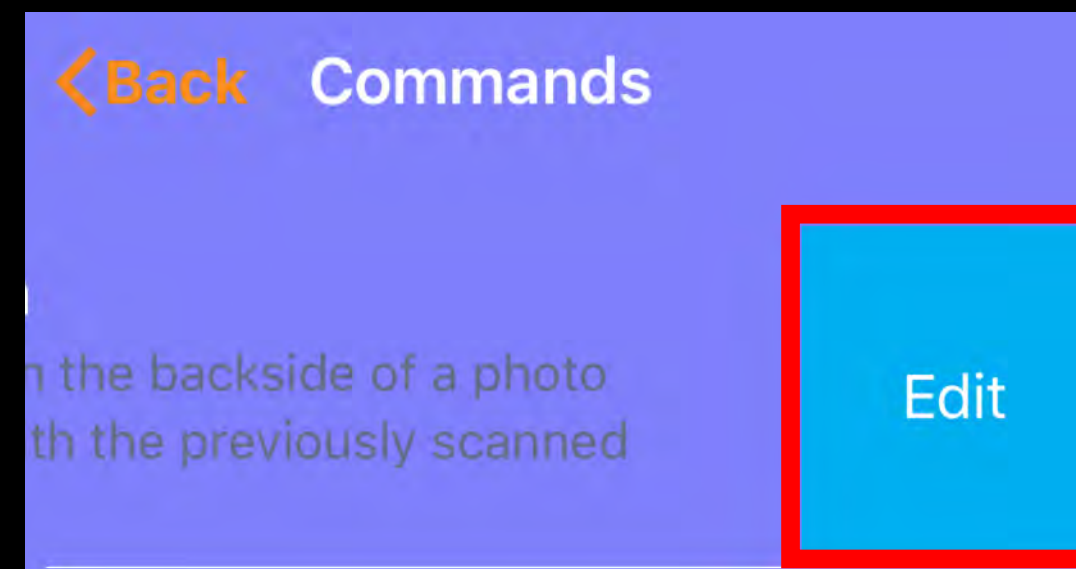
1



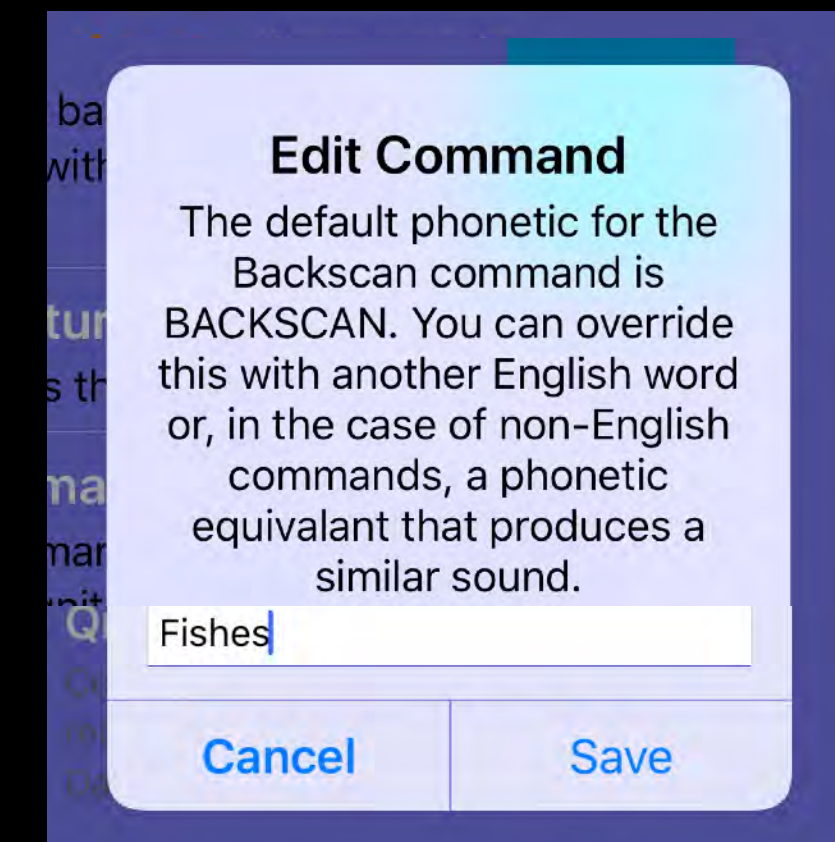
2



3



4



- In the Speech & Language settings, tap on your preferred language to reveal the Commands.

- Slide the command to the left and tap 'Edit'.

- Replace the default Command with a replacement that is more easily recognized.
- This should be a single word of at least 5 characters. Short words do not work well.
- After you save the Command Alias, tap on the Command and the voice recognition engine should speak out the Command Alias of 'Fishes'. You can now use the Command Alias of "Fishes" instead of BackScan.

Advanced Techniques



Using Custom Place Presets

As part of the setup process, you may have created a custom places preset list. Location Aliasing is the process of taking these preset places and using them to geotag your photo to that place during scanning. Follow these steps to use Location Aliasing:

- To see a list of your Custom Places in the scan view, swipe up from the bottom of the Date & Place panel until the list appears. Tap to dismiss it.
- Each Custom Place has an assigned number associated with it. This will be the number you give to use that location.
- Wait until after you have already given your photo's description with online recognition before using Custom Places.
- After the description has been recognized, wait for the Voice Control Indicator to turn and stay green, and they say “**Location**” along with the number assignment for the Place you want to use. For example, say “**Location 1**” to geotag the images with ‘1 Infinite Loop’.
- An acceptance tone will sound when QromaScan recognizes your Location Alias.



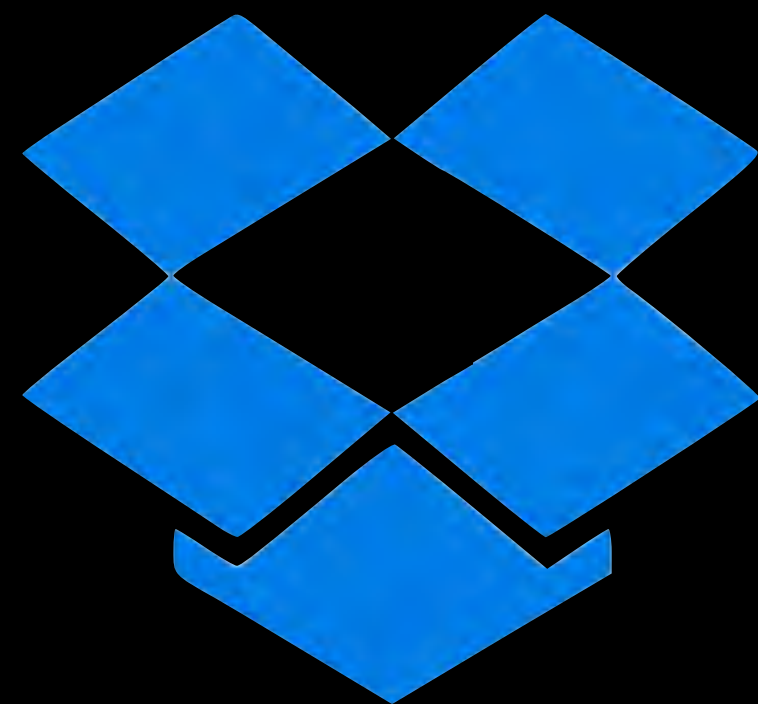


Introduction



QromaScan supports two different cloud sync options that can make it easy to transfer, view and edit your scanned images on connected devices, such as Macs, PCs or tablets. You can connect QromaScan to either iCloud Drive or Dropbox.

When connected to a supported Cloud Sync provider, QromaScan can seamlessly transfer scanned images to any device connected to your account, and any changes you make on those devices will transfer back to QromaScan. Here are a few of the features that are enabled with Cloud Sync:



- Enabling Cloud Sync allows you to instantly add names to your vocabulary simply by editing the Names.txt file on your Mac or PC.
- With Cloud Sync enabled, you can also edit images on your Mac or PC with a photo editor, and then have the changes pushed back to QromaScan almost instantly.
- Starting with version 1.6, QromaScan can also use iCloud to make your QromaScan Gallery images and other app settings available to other iOS devices you might own, such as an iPad that share the same iCloud account. **This feature, called Multi Device Support, is not available with Dropbox syncing.**

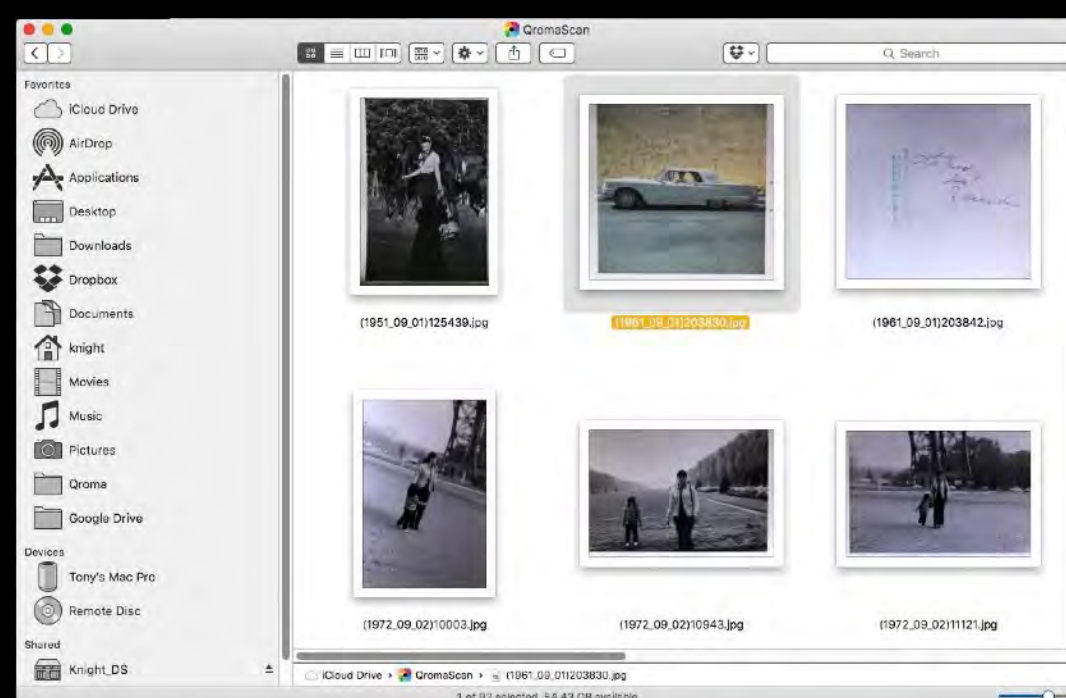
Using Cloud Sync



Editing Photos

With Cloud Sync enabled, you can scan photos using your iPhone, and then edit the images on your Mac or PC, and have the changes synchronized between both platforms. Make sure you have a Cloud provider enabled, then follow these easy steps:

1



2



3



- On your Mac or PC, select a photo you want to edit inside the QromaScan folder of either iCloud or Dropbox.

- Use your favorite photo editor to crop, level or perform other photo cleanup functions.
- Save the image file, and make sure the program is saving the image using the original filename, and not creating a copy.

- Once you save the image on your Mac or PC, those changes are pushed to the Cloud and then synchronized back to QromaScan.
- After a few minutes, the edited image generates a new thumbnail in the Gallery, and the edited image appears in the detail view.

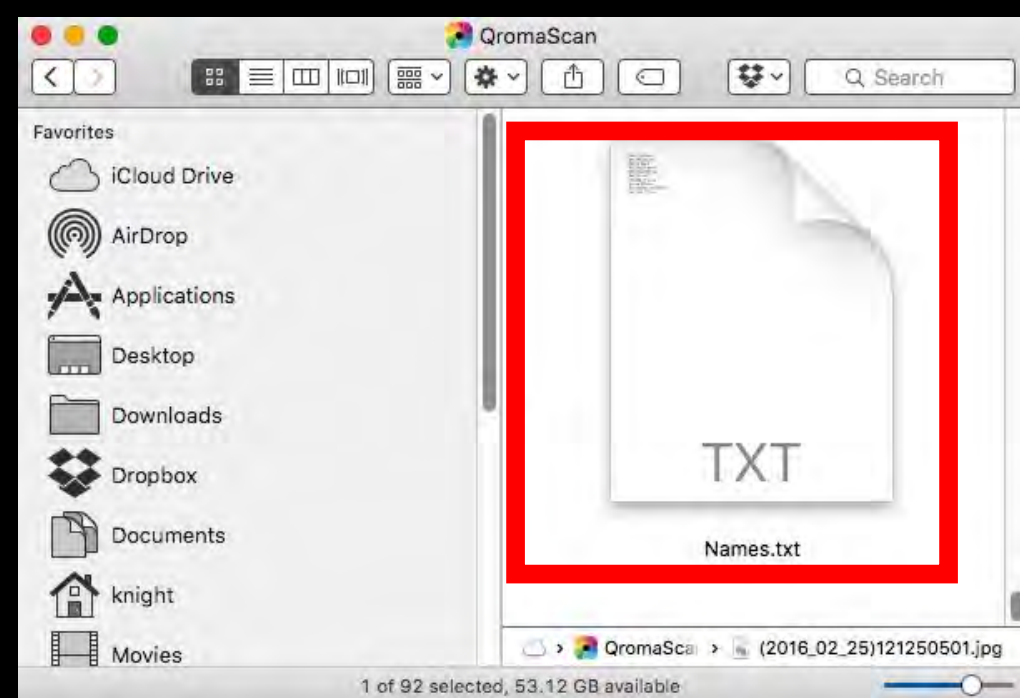
Using Cloud Sync



Editing Setting Files

Using Cloud Sync, it's easy to use your Mac or PC to add or remove People names from your personal voice recognition vocabulary, add custom places that you can use to geotag your images, or edit people in your Relationships. Any changes you make using your Mac or PC will automatically be synchronized to QromaScan. Here are the steps:

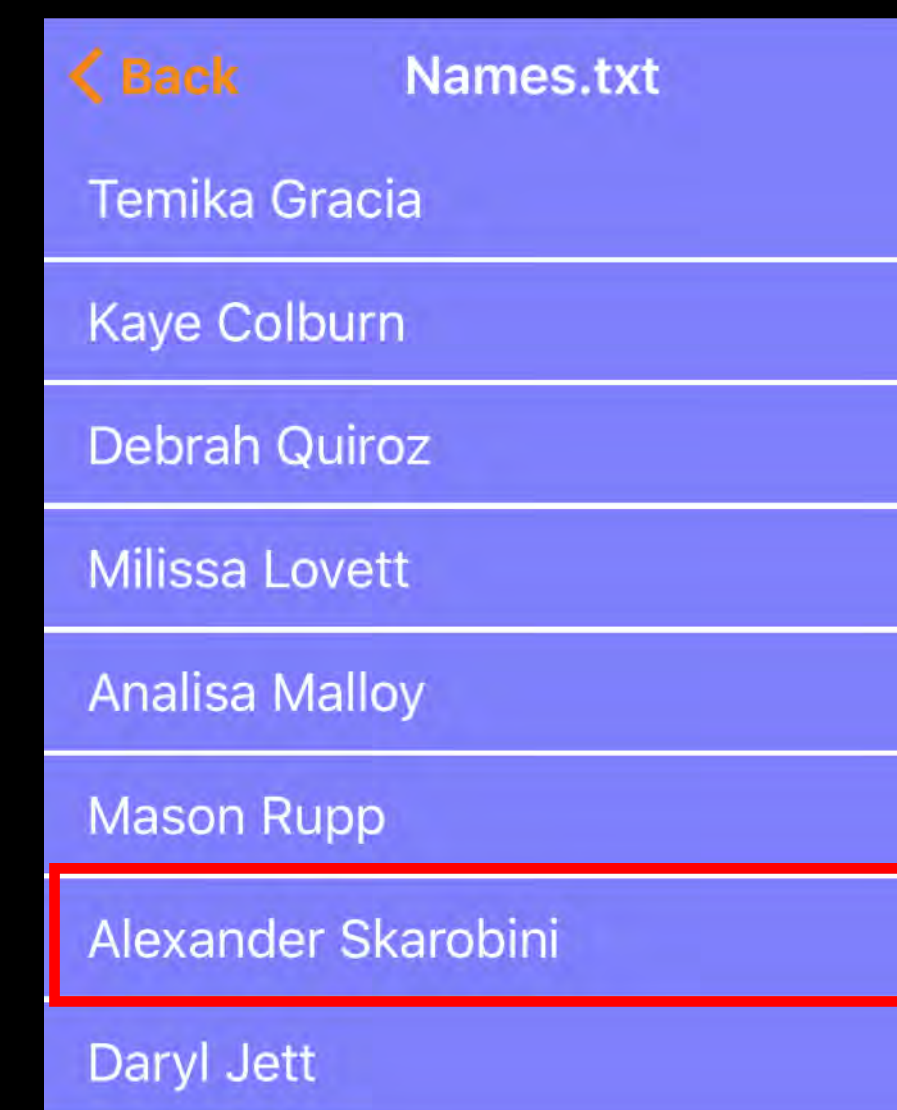
1



2



3



- On your Mac or PC, open your QromaScan folder on iCloud or Dropbox, and find your Settings folder.
- Open either the Names.txt, Locations.txt, or Relationships.txt file.

- Use a text editor to add, remove or correct names or the custom place presets.
- Make sure you are using a text editor that saves in plain text format, and not rich text (RTF).
- Save the file after each change, and make sure not to leave an extra carriage return after the last entry.

- The new changes will automatically be imported into QromaScan and can be used for tagging.

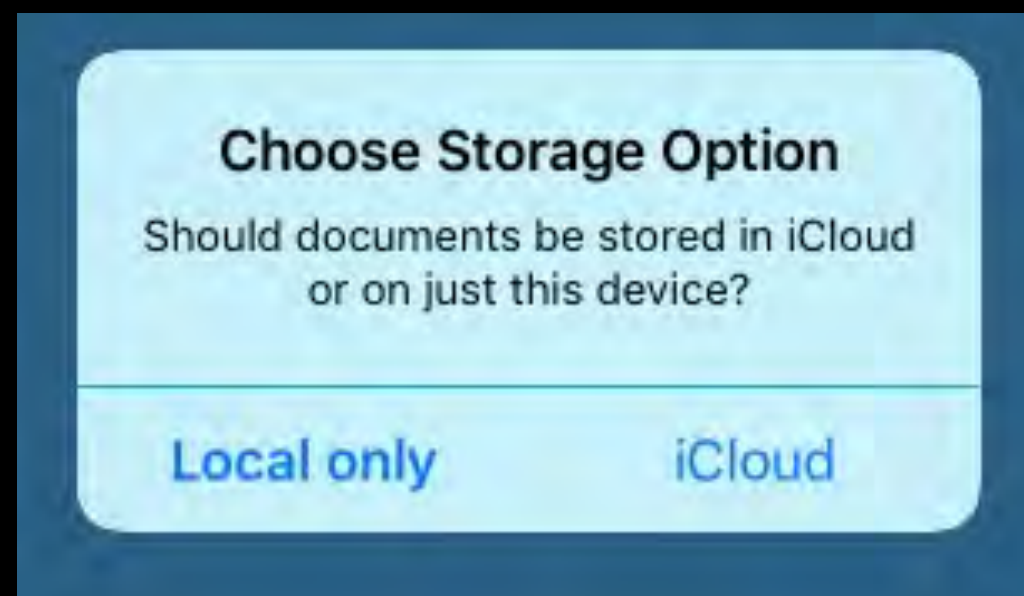
Using Cloud Sync



Multi Device Support (iCloud only)

If you have selected iCloud as your Cloud Sync provider, you can run QromaScan on multiple iOS devices and share images and app settings between them. To take advantage of Multi Device support, follow these steps:

- 1) Make sure iCloud is turned on in the settings of your main device, which contains your photos.
- 2) Make sure iCloud is turned on in the System Settings of the additional device you want to use with QromaScan
- 3) Install the QromaScan app on the second device and start it.
- 4) Select iCloud from the initial setup dialog.



It may take a few minutes to download and set up your images and app data, but once these changes are made, your devices should stay in sync as long as they are connected to the Internet.

Once additional iOS devices are connected to iCloud through QromaScan, you can perform the following tasks:

- Edit images inside QromaScan on a larger screen, such as an iPad, and have those edits synced to other devices and your Mac or PC.
- Add names or locations on one device and have them appear on another.
- Edit metadata on images and have the changes synced on connected devices.

With Multi Device Support, it's easy to scan images on smaller devices, such as an iPhone or iPod Touch, then make edits on larger devices such as iPads and keep all the changes in sync.



Introduction

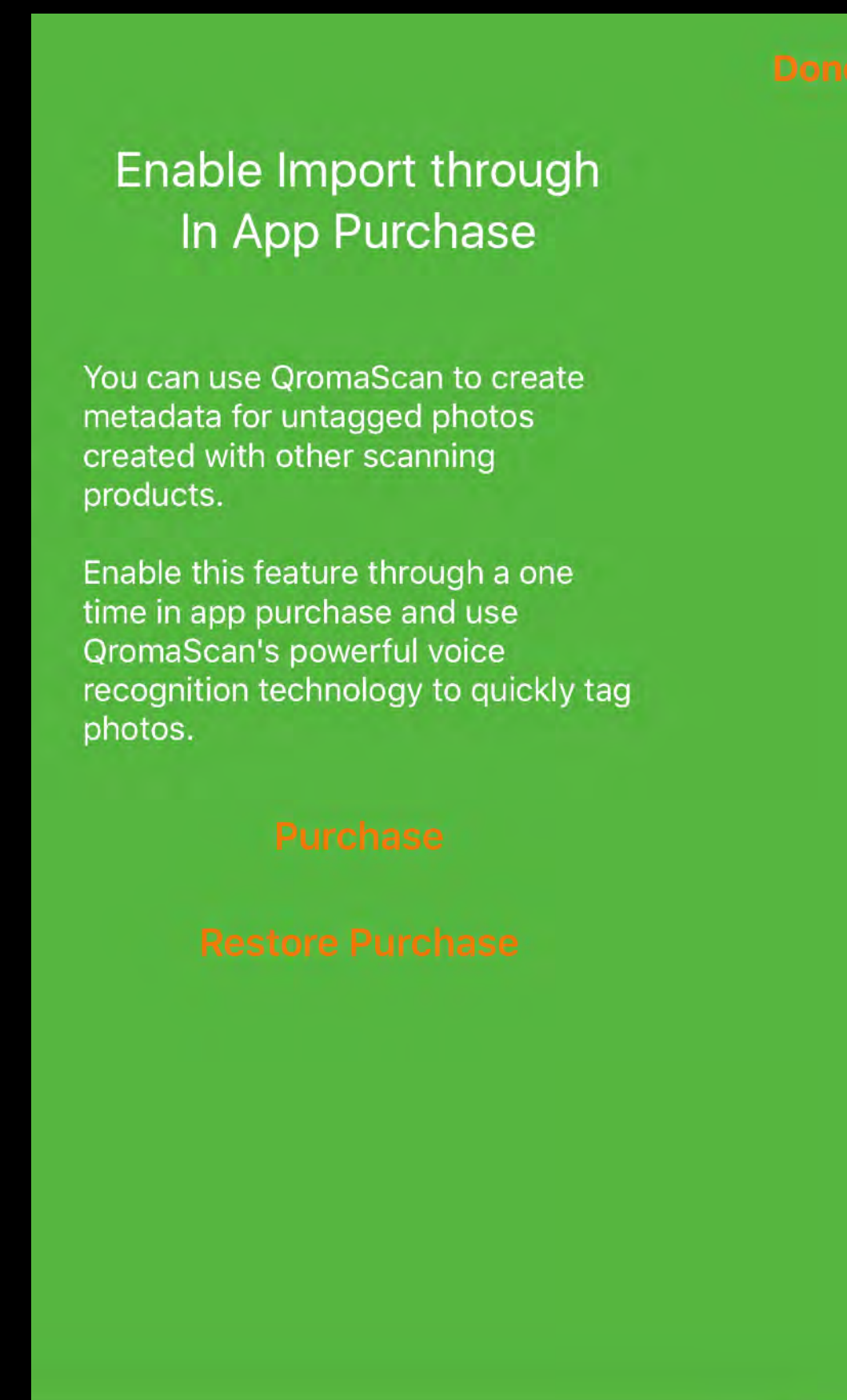
QromaScan Import allows you to import untagged photos from a variety of places and tag them using QromaScan's voice recognition system. You can import images into QromaScan from your Mac or PC using Cloud Sync, scan images using the Capture tool, import images from your Camera Roll, or transfer images from other iOS applications using the Sharing Tool.

This feature has two requirements:

1. Turning the feature on requires a one time in-app purchase (for unlimited use) through Apple's App Store.
2. The feature requires Cloud Sync to be turned on.

Tap 'Purchase' to start the one time in-app purchase. You will be asked by Apple to type in your iTunes password and agree to the purchase amount.

If you have already purchased the Import feature, and you have either re-installed the app, or are enabling the feature on another device connected to the same iTunes account where you made the purchase, tap the 'Restore Purchase' button. You will be asked by Apple to type in your iTunes password. Once verified, your Import feature will be enabled.



Using Import

Importing with Cloud Sync



One way to get images into QromaScan Import for tagging is to drop them into a special Import folder connected to your Cloud Sync folder. You will then be able to see and tag them using QromaScan on your iOS device. Follow these steps to get started:

1

QromaScan creates a folder on your QromaScan Cloud Sync (iCloud or Dropbox) folder called 'Import'. It should be on the first level of your QromaScan folder.

Once you have authorized the one time In-App purchase of the Import feature, you should see a screen stating that your Import folder is empty

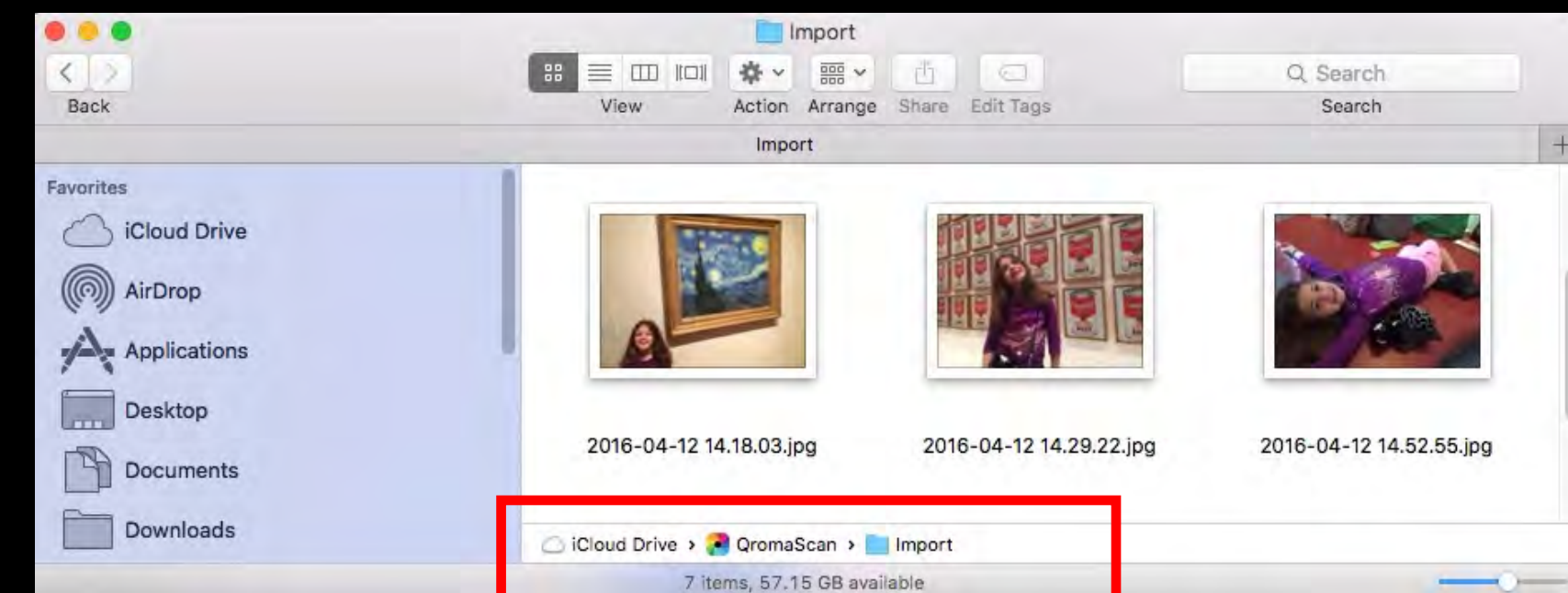
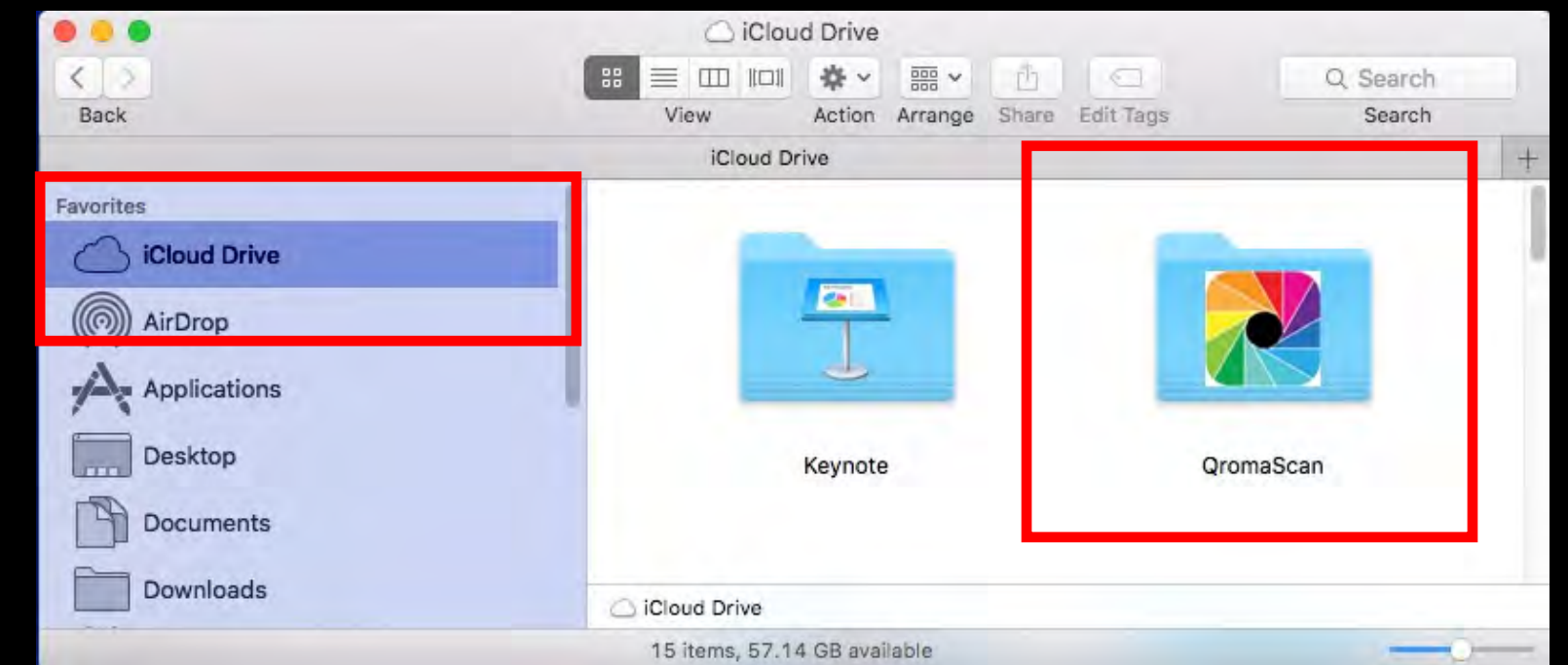
2

Using a Mac or PC that is connected to your Cloud Sync provider, find and open your QromaScan folder in either iCloud Drive or Dropbox.

3

Inside your QromaScan folder, find the folder called 'Import' and drag and drop **copies** of JPEG images into that folder. By default, on a Mac, dragging images into the Import folder **moves** them from their original location to the Import folder. *It is always best to work from copies of images* with the QromaScan Import command. After the images have been tagged and verified, you may delete the originals.

To bring copies of images into your QromaScan Import folder, select JPEG images from your Mac and select **Command + C** to copy the image locations. Then, go to the Import folder, and select **Command + V** to paste in copies of the images you had copied. This makes a copy of your image available to QromaScan



Using Import



Importing with Capture Tool

The QromaScan LightBox is ideal for scanning photos with your iPhone. Captured images are free of glare or blurriness that are common when attempting to take a photo of a photo. There are times when you need to scan an image and your LightBox isn't available. The Capture tool allows you to scan image outside of the LightBox to the Import folder, where they can be later tagged using QromaScan's voice recognition tagging system. Here are the steps to using the new Camera tool:

1

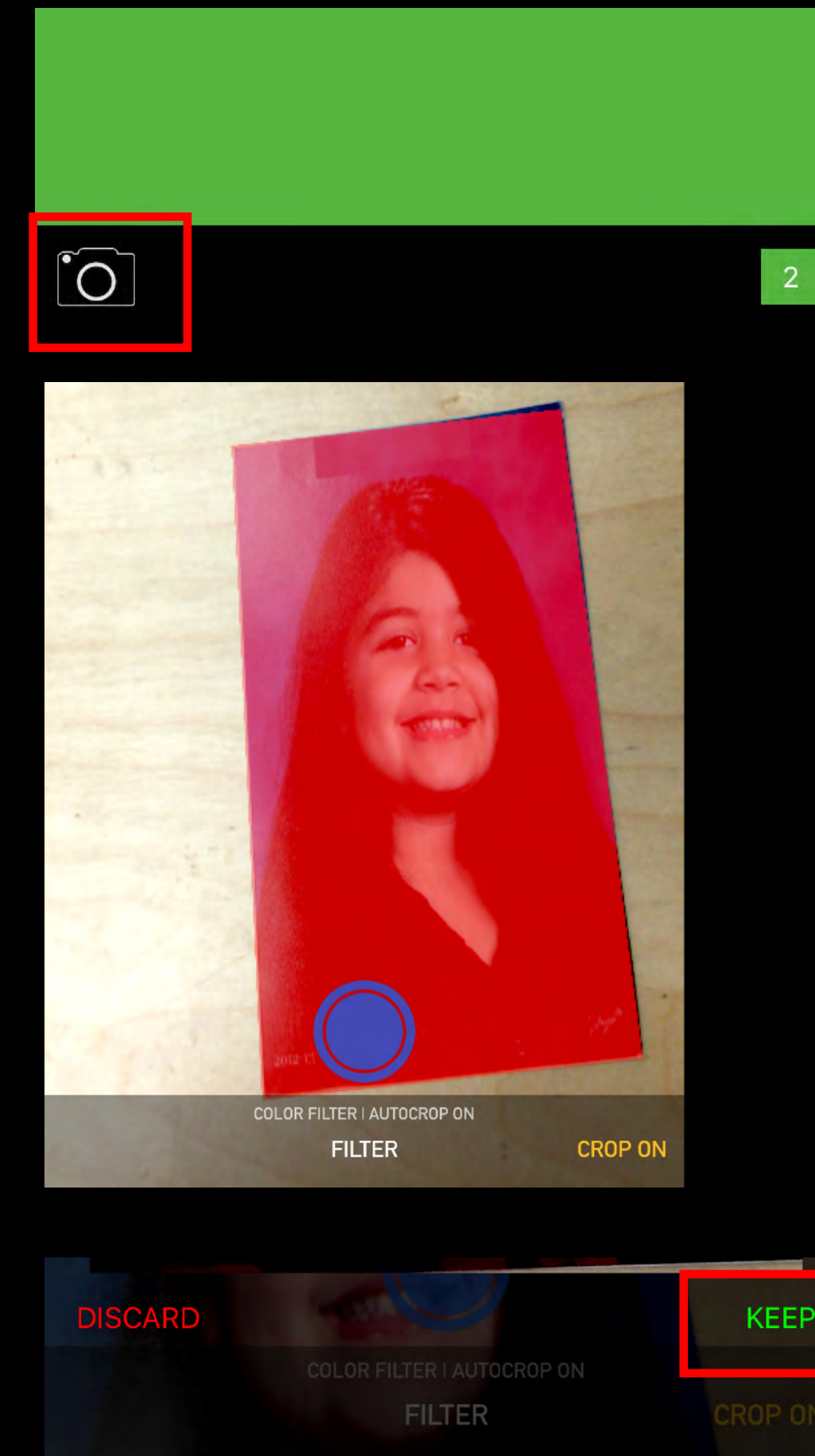
Inside the Import panel, tap in the Camera icon to get started.

2

- Place your image on a plain background and position your camera lens above it. Try to avoid overhead lights.
- The tool tries to detect the image and crop it correctly. It will also attempt to correct perspective errors. You can disable the auto cropping feature by tapping 'Crop On'.
- Tap the blue button to capture the image.

3

- If you are happy with the image, tap 'Keep', otherwise tap 'Discard' to try again.
- The captured image appears in the Import Gallery; ready to be tagged.



Using Import

Importing from Camera Roll



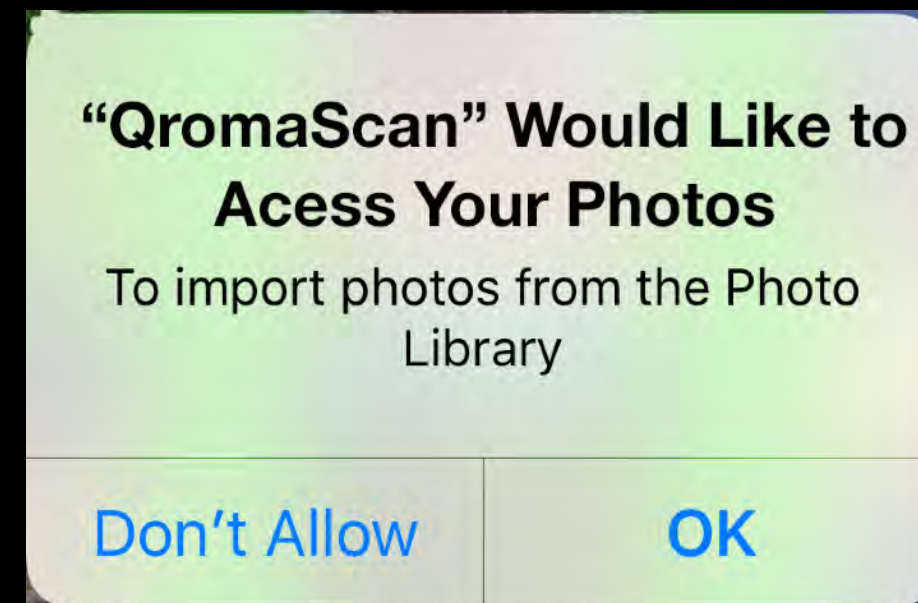
QromaScan can import images from your Camera Roll into the Import directory, where you can tag them using voice recognition. Follow these steps to get started.

1



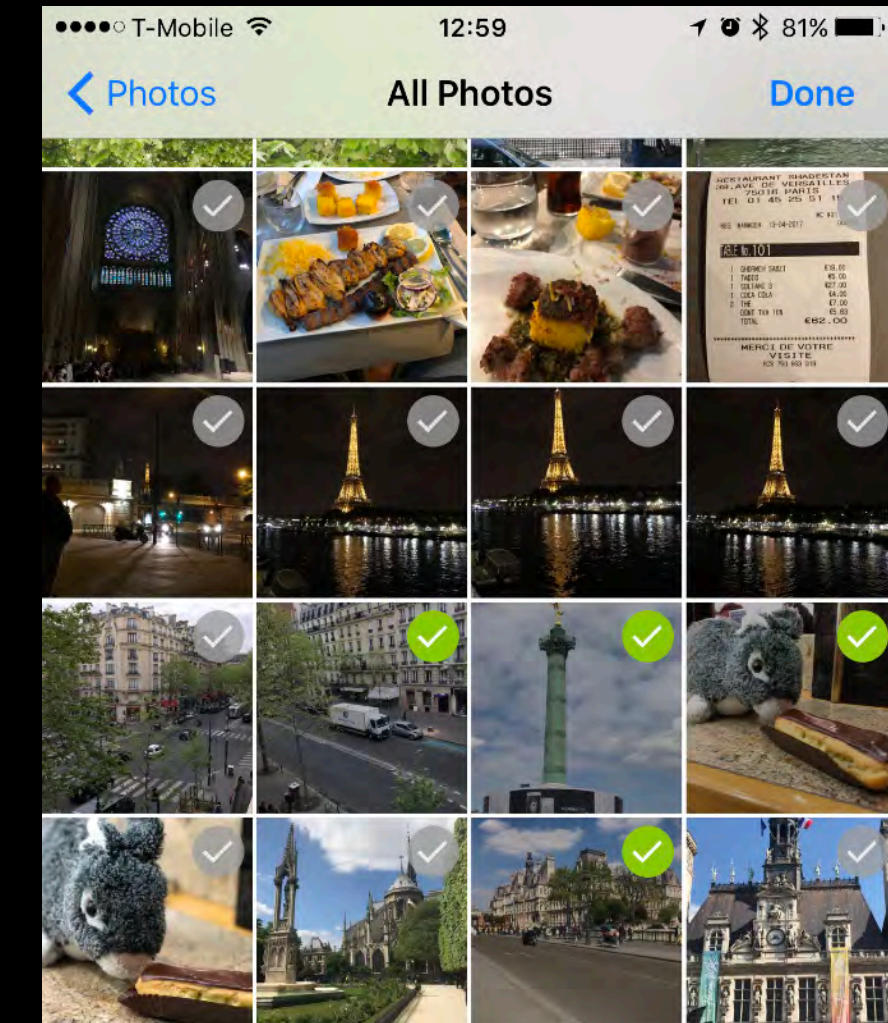
Inside the Import panel, tap in the Photo icon to get started.

2



• Allow the app permission to access images in your Camera Roll.

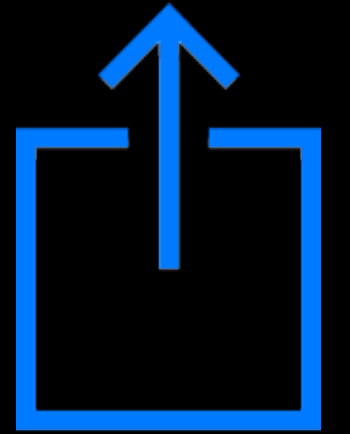
3



• Tap the check mark on each image you want to import. You may import up to 21 images each time.
• Tap the 'Done' button to add those images to the Import screen.

Using Import

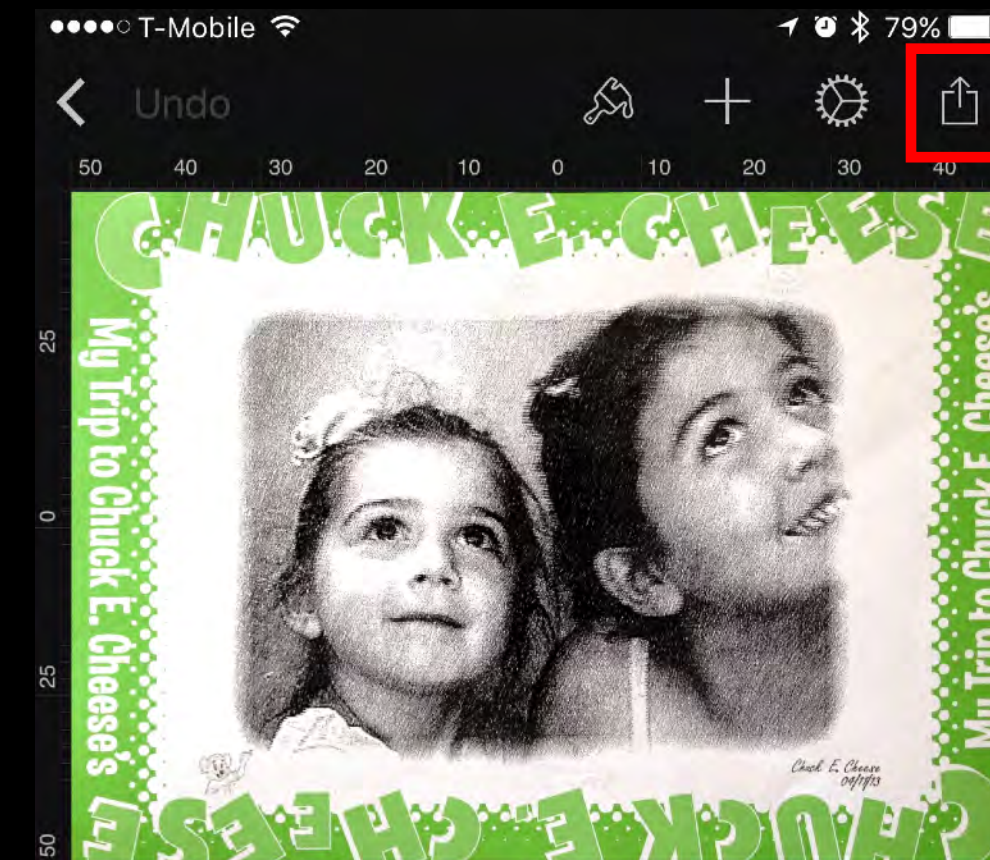
Importing from iOS Apps



QromaScan can import photos from other apps you may have installed on your iOS device by using the Sharing Button. This is useful if you have images stored with other photo editing applications, and you want to copy them over to QromaScan so you can tag them. Follow these steps to get started:

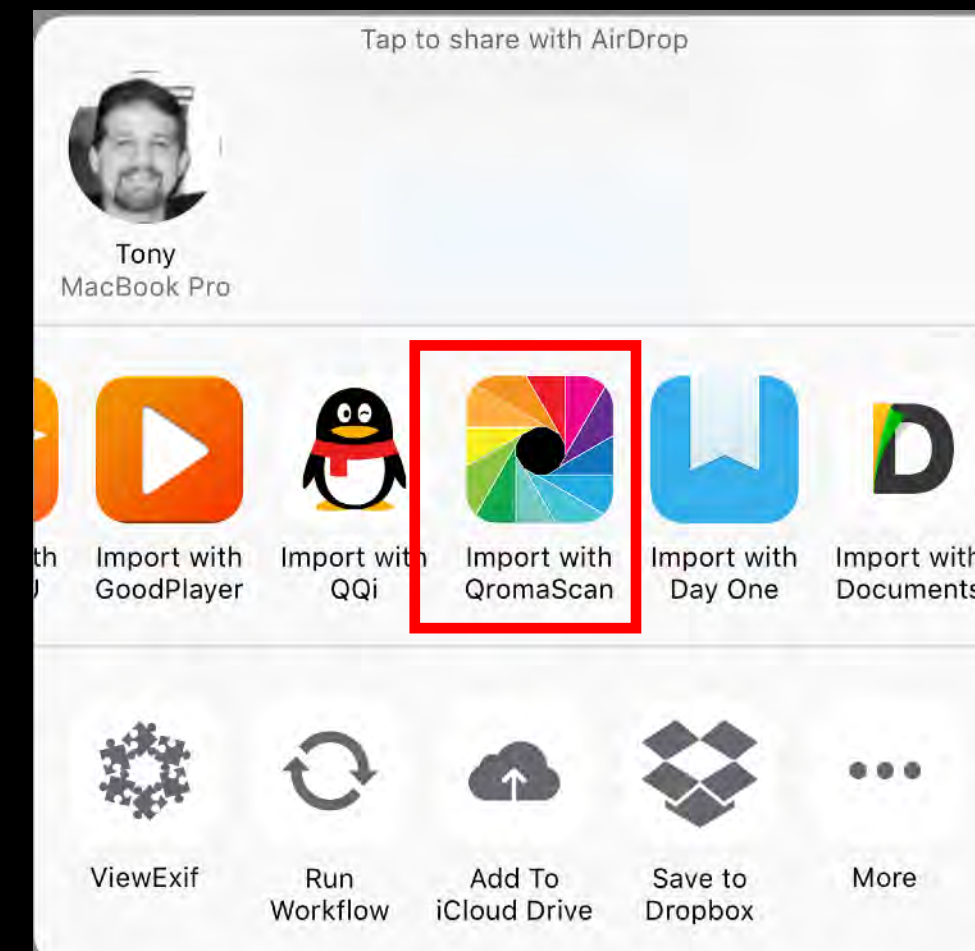
1

Open an image in an app that supports Sharing, and tap in the Sharing Button.



2

When the Share sheet opens, slide the middle section until you see "Import with QromaScan". Tap on that button and the image will be copied into the Import screen and can be tagged.

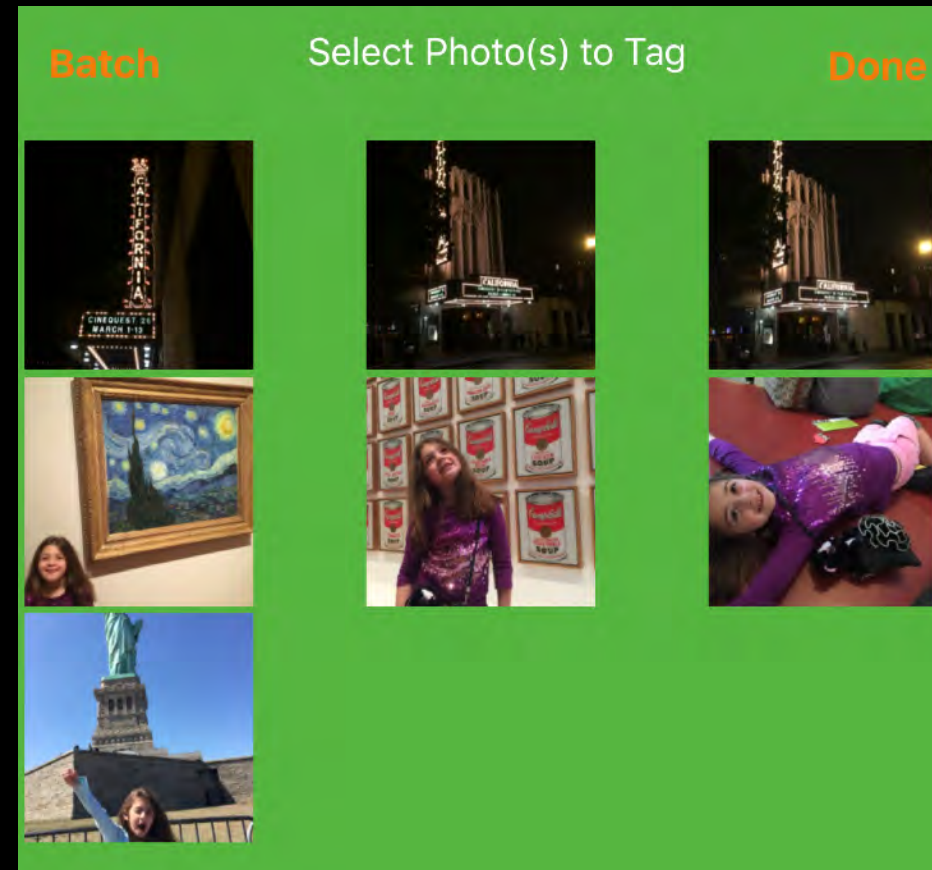


Using Import

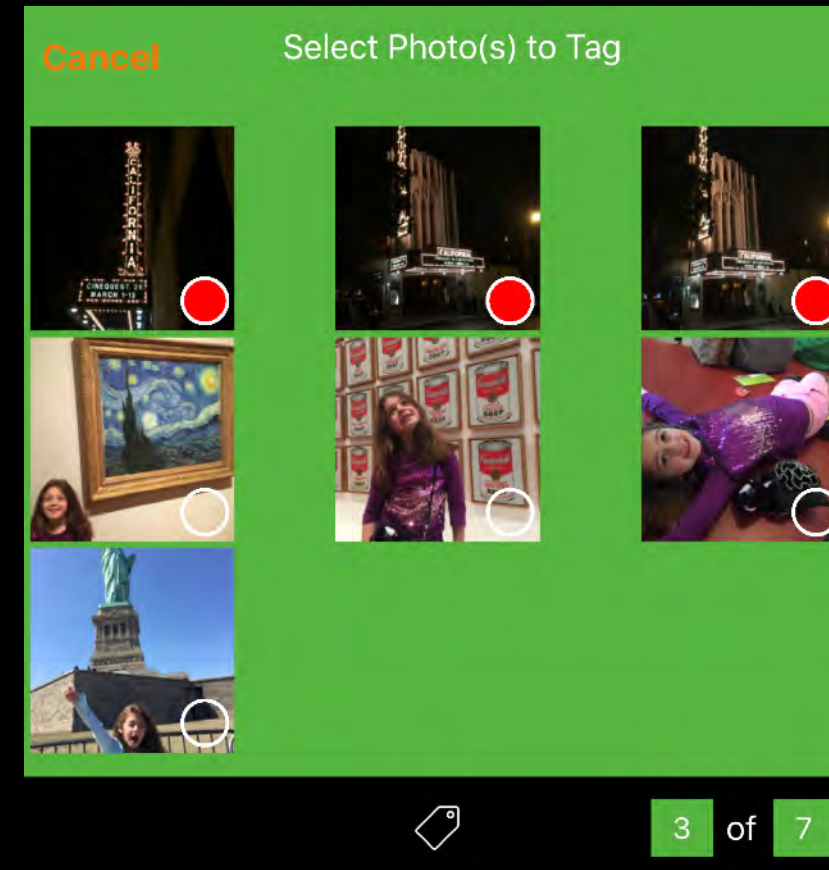


Selecting Photos to Tag

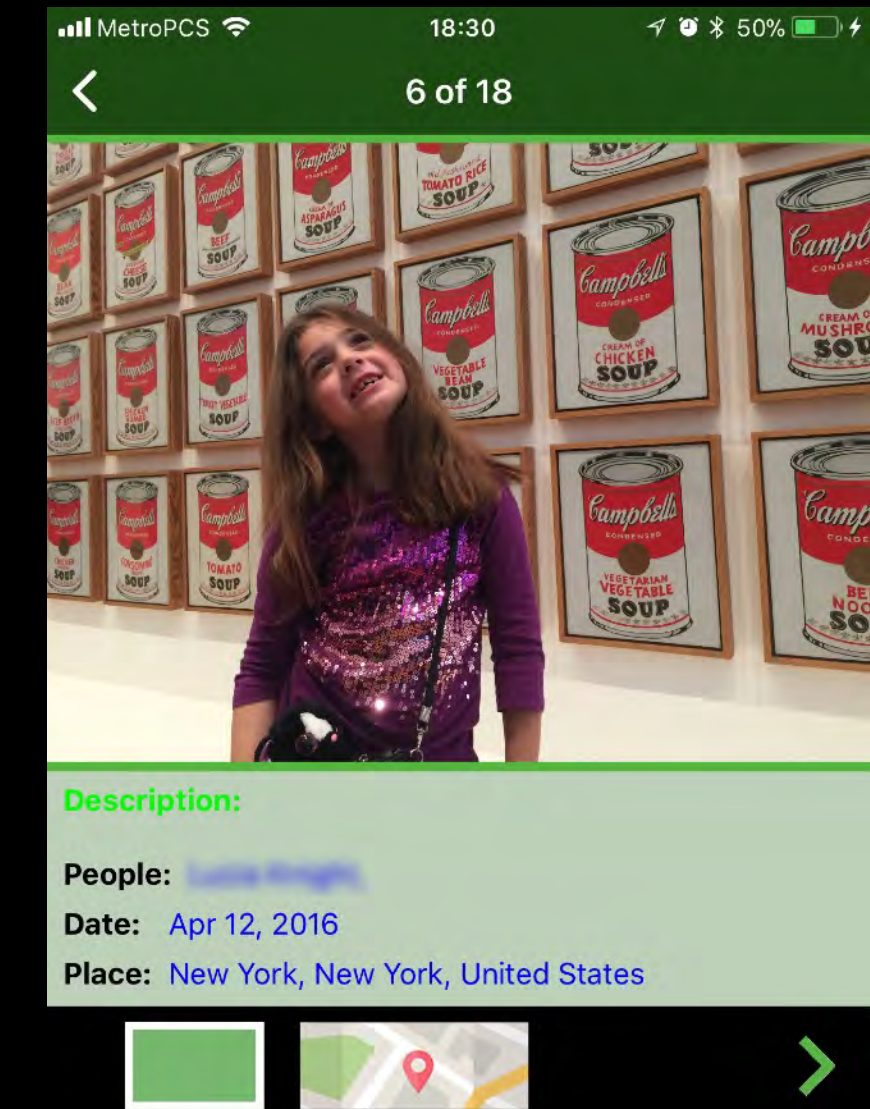
1



2



3



Once you have placed JPEG images into the Import folder, you can go back to the QromaScan app, and tap on the Import button. You should see your images on a grid, and the total imported in the lower right corner.

If the screen is blank, swipe down to refresh the screen.

If the screen says your Import folder is empty, quit out of QromaScan and restart the application to force a cloud sync.

If you have multiple images that share the same Date, Place and People, you can batch select those images and tag them all at once.

Tap on the **'Batch'** button, and tap the images you want to tag. A red dot should appear for each photo you select, and the image count at the bottom should reflect the number of images selected.

When you are ready to tag these images, tap on the Tag icon at the bottom of the screen.

If you would like to tag images one at a time, simply tap on the first image you want to tag, and you will go directly into the Tag Edit Screen.

The title bar, in this example, indicates that you are about to tag the 6th out of 18 images in the Import Gallery. You can swipe left or right to select a different image.

Using Import

Using the Touch Interface

QromaScan Import uses the same method for tagging as the [Scanning screen](#). Here is a guide to the touch interface.



Title Bar Tap to reveal the Back button

Description

- Swipe left to disable the writing of the recognized description as IPTC Description metadata
- Swipe left again to re-enable
- Swipe right to clear all metadata fields.

Description:

People • Tap once to remove last added Person
• Long press to remove all People

Date:

Place:

Location Viewer / Editor

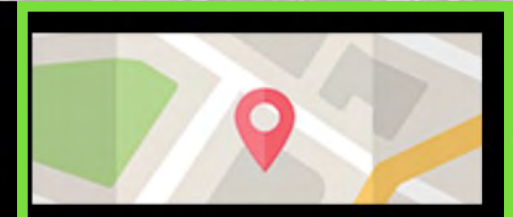
- Tap to view detected location and use the map to fine tune the location.
- Works the same as the [Gallery Location Editor](#). Tap again dismiss

Stamp Metadata

- Tap the chevron to write the current metadata to this image and advances to next image.
- In batch mode, tags all photos in batch

Voice Control Indicator

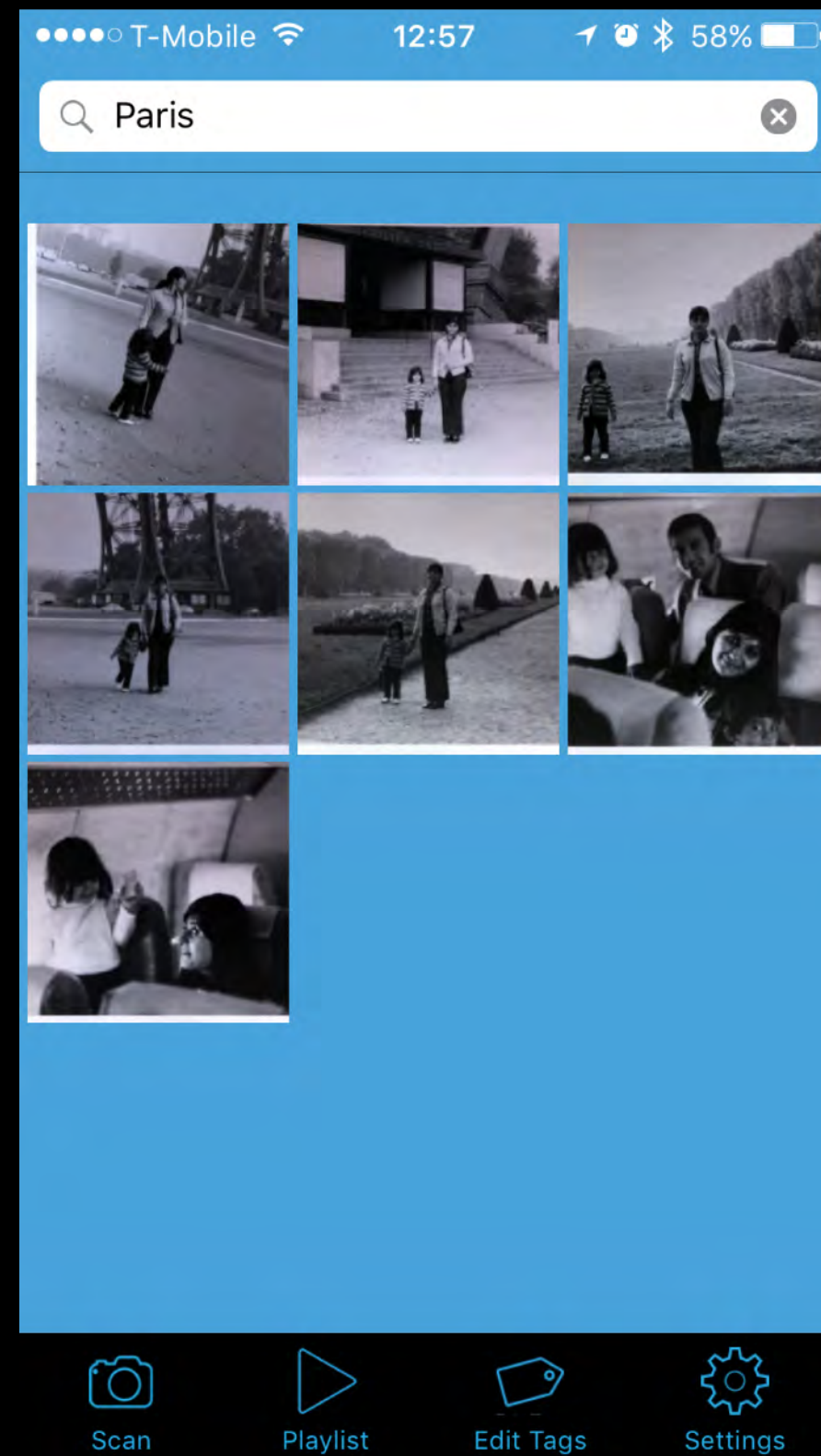
- Turns on Online Recognition Mode for capturing the photo description.



Working with Photos



Searching or Deleting Photos



- Type a City, State, Country or Person name in the search bar to instantly see images tagged with that term.
- The images appear in chronological order.



- Tap onto any image to see a detailed view of the photo.
- Tap the trash can icon to delete the photo.
- If you have Cloud Sync enabled, deleting a photo from your iOS device also deletes the image from iCloud or Dropbox.

Working with Photos



Using the Photo Editor

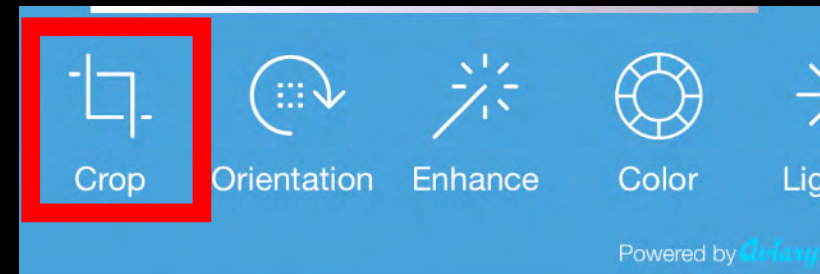
QromaScan has a built in photo editor that can be used to perform some photo editing functions, such as cropping, rotation and other editing functions. Follow these steps to use the photo editor.

1



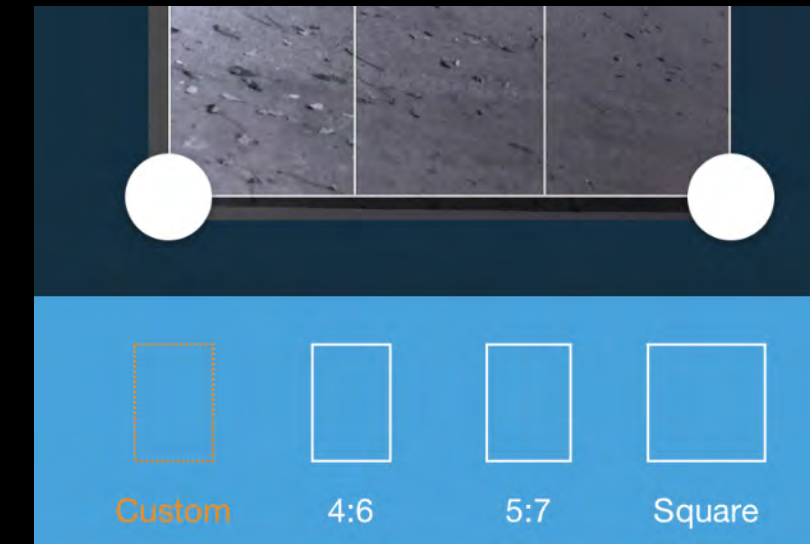
- Tap the Pen tool in the photo detail view to enter photo editing mode.

2



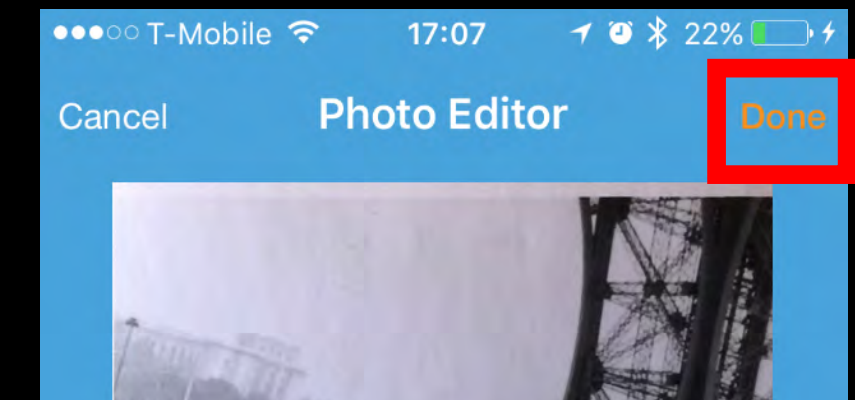
- Tap on the tool you want to use.

3



- Make the desired adjustments and then tap the 'Apply' button.
- Use another tool if desired.

4



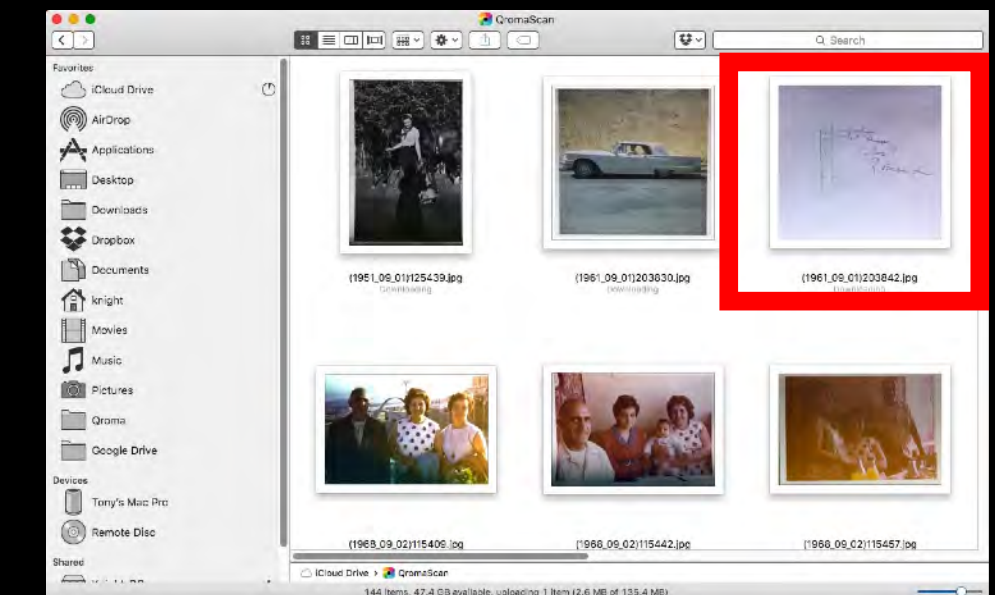
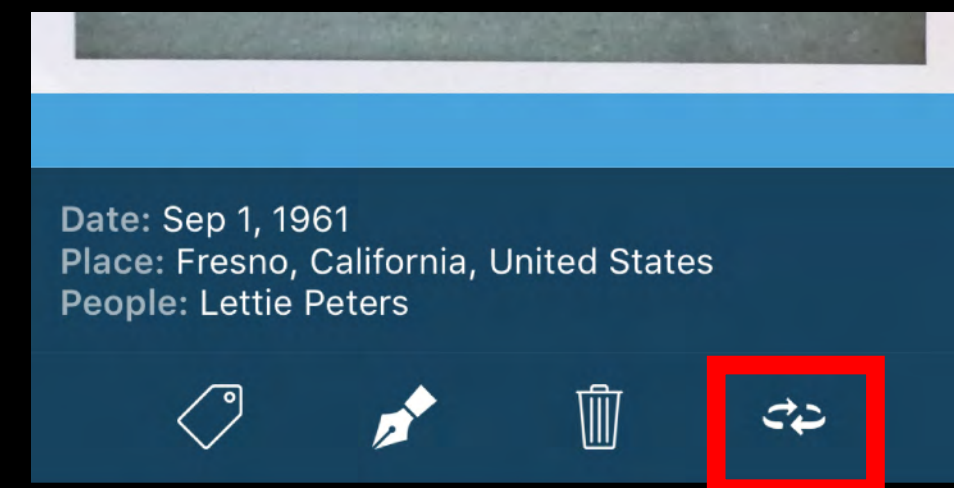
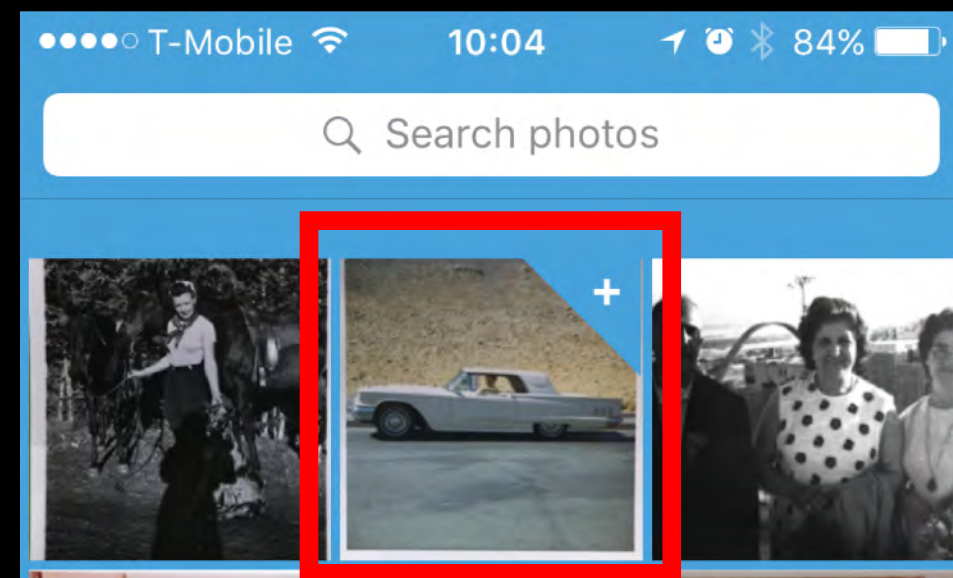
- When completed, tap “Done” to save changes.
- If you have enabled iCloud, the changes will be pushed to your Mac/PC.

Working with Photos



Viewing BackScanned Images

QromaScan's Gallery supports the flipping of images that were scanned using the BackScan feature. Here's what you need to know:



- BackScanned images have a special dog eared icon to specify that they contain a back image.
- Tap on these images to see the front and back.

- Images that contain a BackScan have this 'flip' icon enabled.
- Tap on the Flip icon to see the back of the image.

- Tap on the Flip icon again to return to the front of the image.

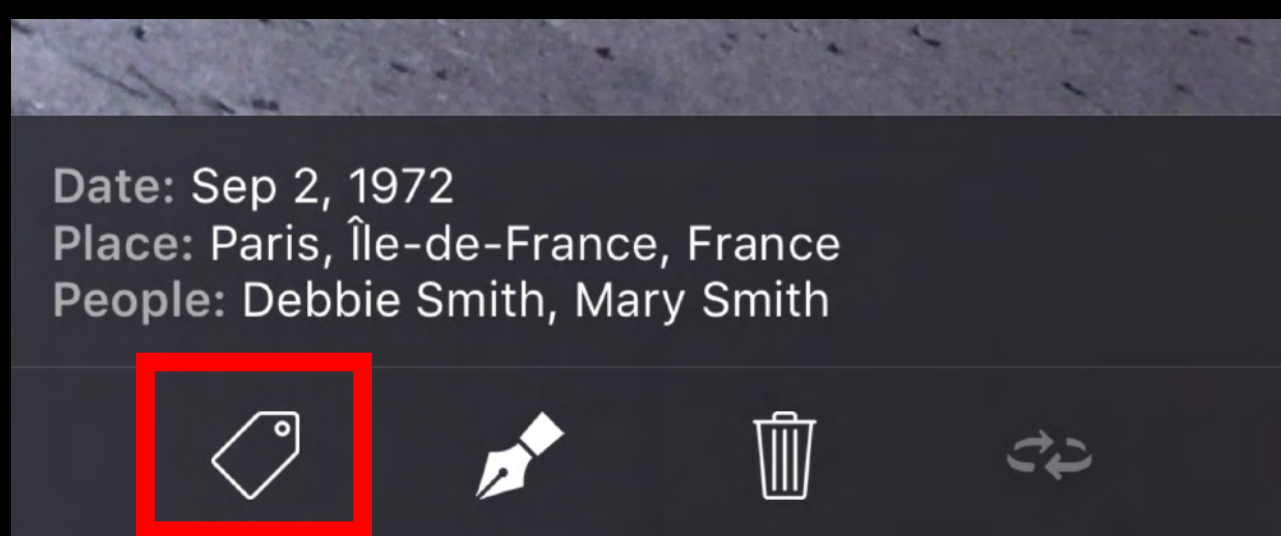
- In iCloud Drive, the BackScanned images appear as individual JPG images.

Working with Photos



Using the Metadata Editor

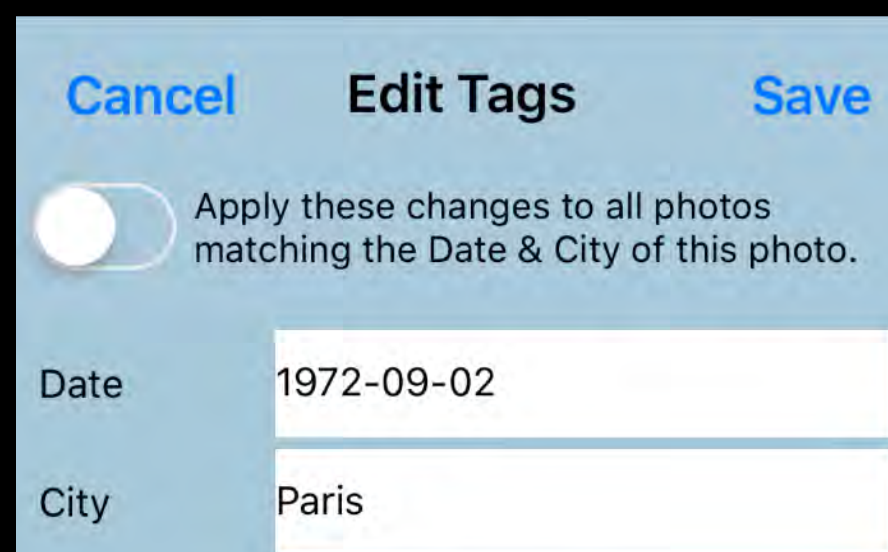
The Metadata Editor allow you to add, correct or delete metadata on a photo by photo basis. This editor also contains a feature that can allow you to quickly change multiple metadata fields in one step. *Here are the details:*



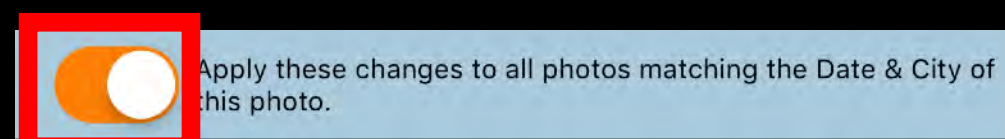
- Access the Metadata Editor by tapping on any image you want to edit, and then tap on the Tag icon.



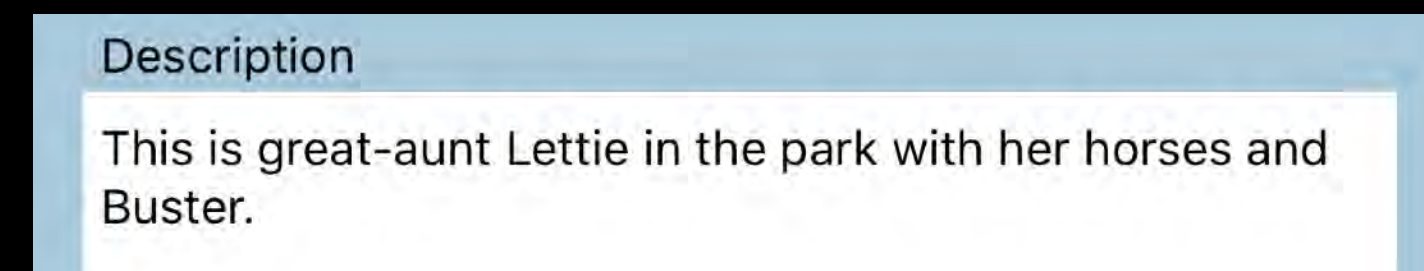
- Tap on the Map icon to use the Location Editor to set the Location, City, State and Country in one step.
- Use the search bar to enter an address to geocode the photo to a specific point, and then automatically retrieve the City, State and Country metadata.



- Tap any field to modify its value.
- If you need to add a new Person name, type a comma first and then the name. Each new name must be separated by a comma.



- Flip this switch to batch edit the current changes to all images that match the Date & Place of this image.



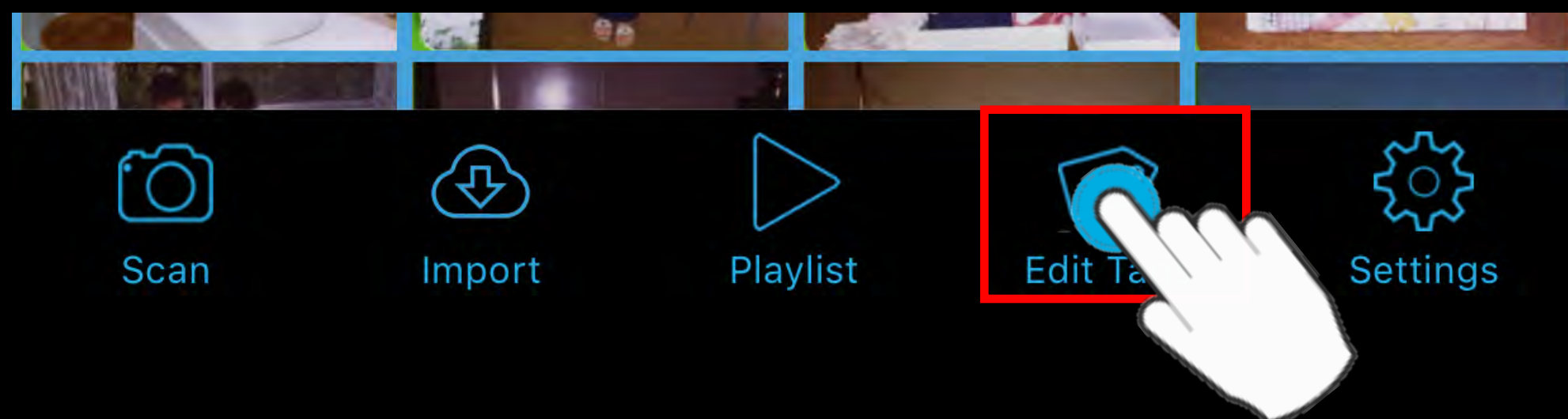
- You can add a description of up to 2,000 characters to any photo and it will be embedded into the photo metadata.

Working with Photos

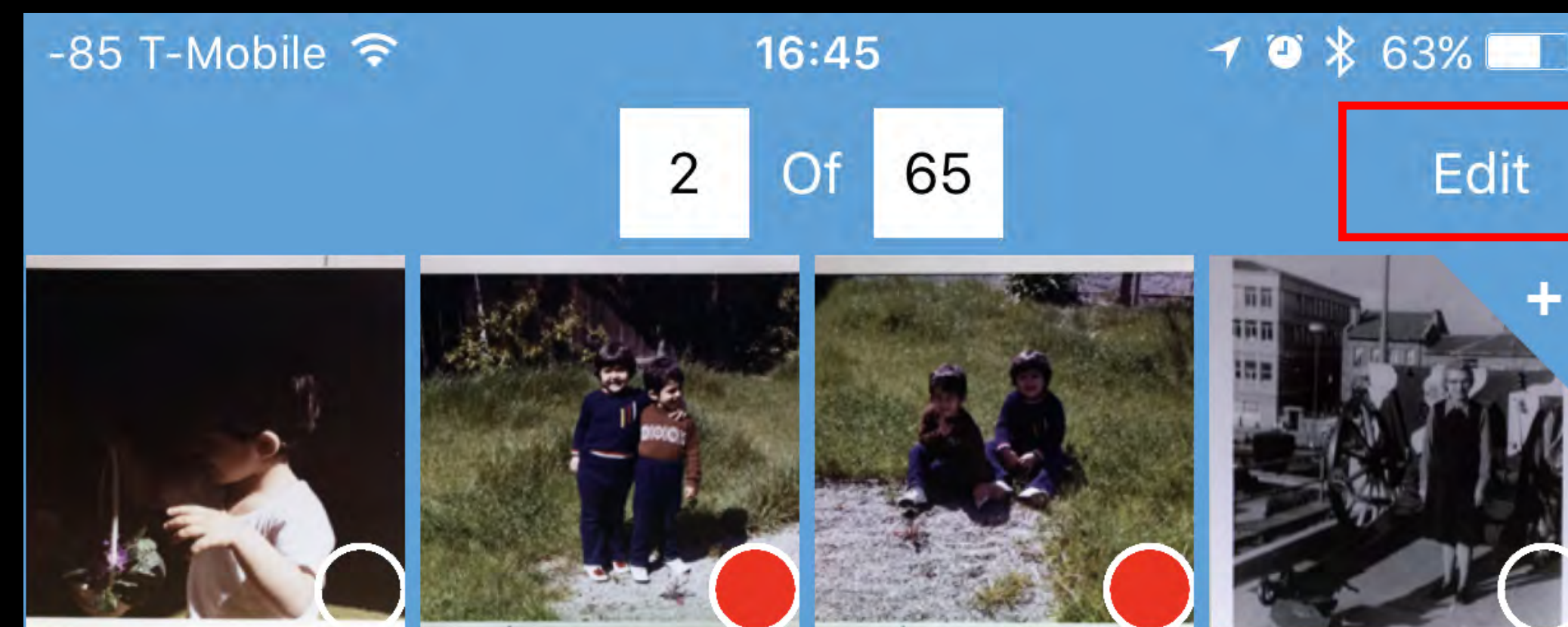


Batch Editing Metadata

You can select multiple images from the Gallery and batch add or edit metadata using the Metadata Editor. Here is how it works:



1) Tap + Hold the Edit Tags button for at least one second



2) Tap to select images, then tap 'Edit' button

3) Using the Metadata Editor, edit the fields you want to change. Any new changes will **overwrite** the existing metadata fields. Adding new People will add Keyword metadata **without** deleting existing people.

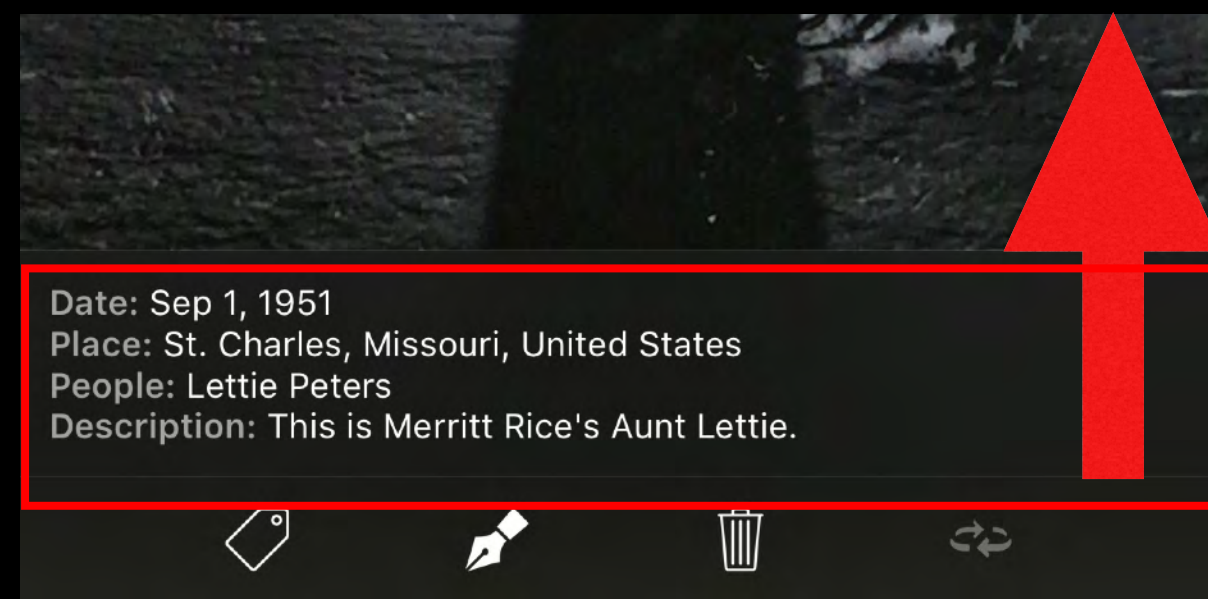
Tap 'Save' to batch edit your selected images and have these changes written out to your image files.

Working with Photos

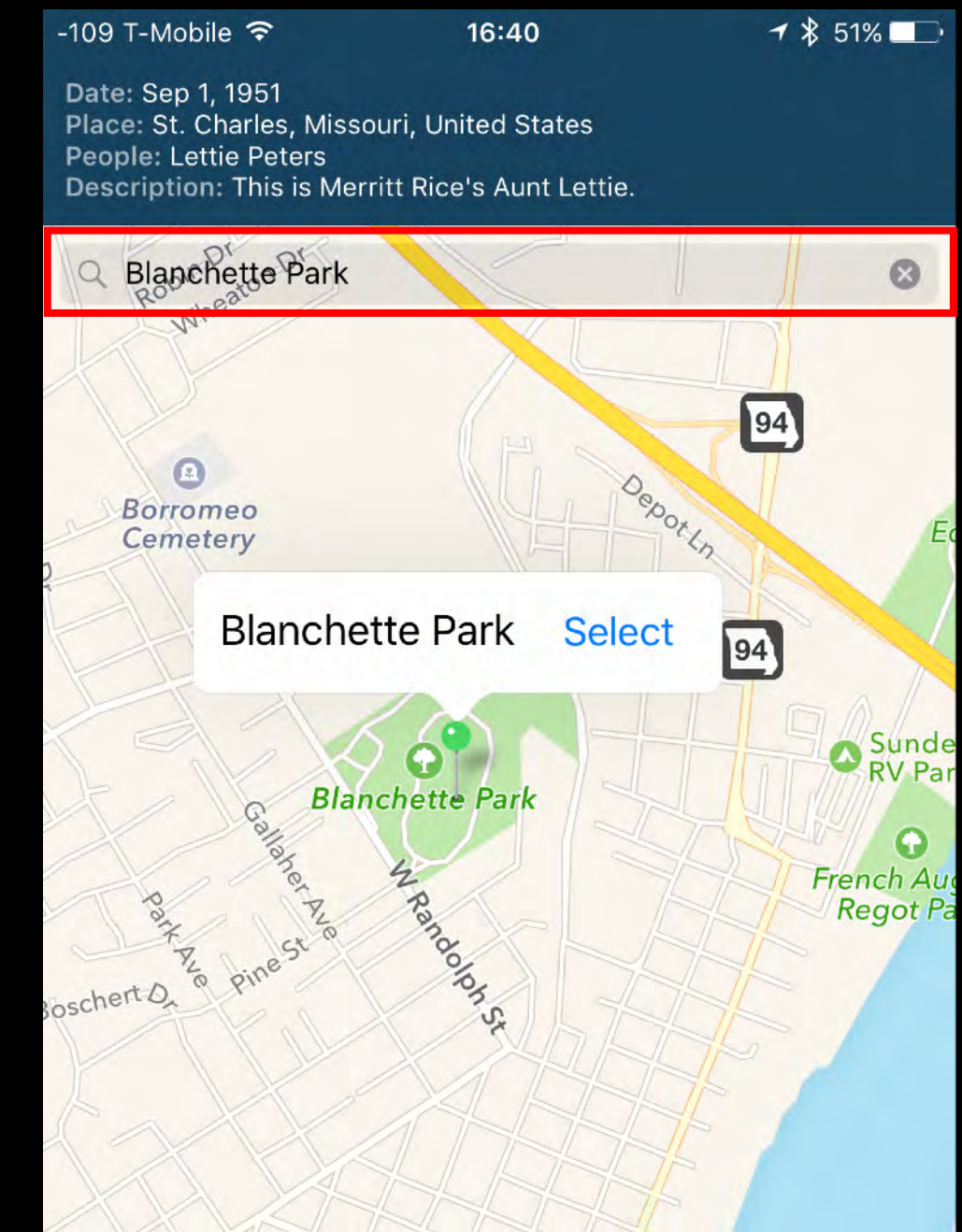


Using the Location Viewer/Editor

The Location Viewer shows you the location of your photos on a map. You can then use the map to assign a more precise location, or correct the current location. The new location will be saved to the metadata of that image, so it can be viewed by any application that reads standard photo metadata.

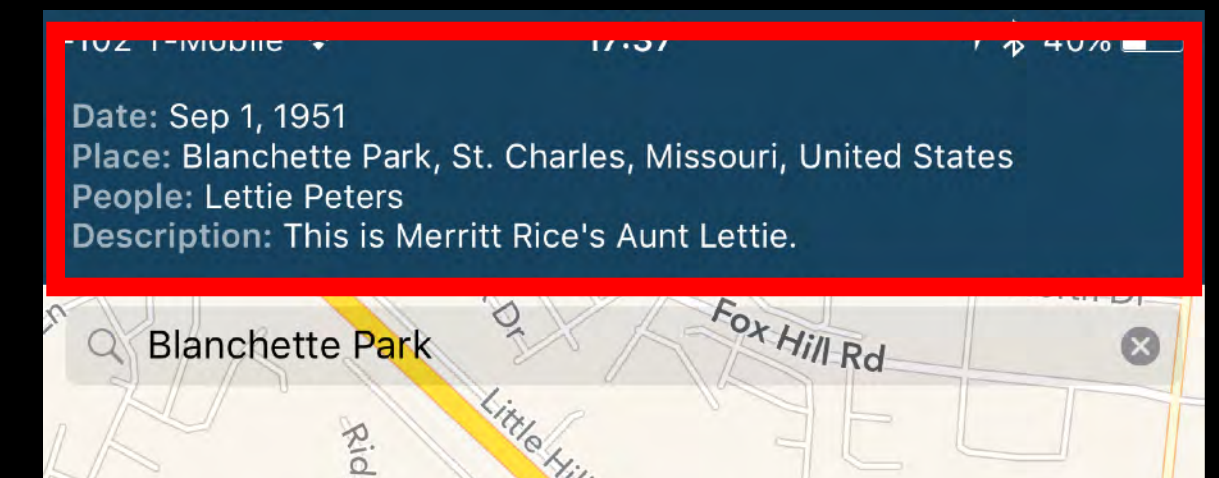


- While viewing the map, you can scroll, pinch and zoom to refine the location. When the new location is found, tap and hold on that location to drop a pin.
- You can also type in an exact address in the search bar to go to that place and select it as the new location.
- Tap **'Select'** to accept the new location. In this case 'Blanchette Park' was added to the Location metadata, but it can also be a street address.



- Access the Location Viewer by swiping upwards inside the metadata panel. Make sure not to start your swipe in the toolbar.
- A map will reveal the photo's location. If you tagged your photo with just the City name, the map will be centered to that city. If you tagged a precise address or well known location, it should center the map to that point.

- If you made a change to the location, tapping **'Select'** will close the Location Viewer. Otherwise, tap once on the metadata panel to return to the photo.





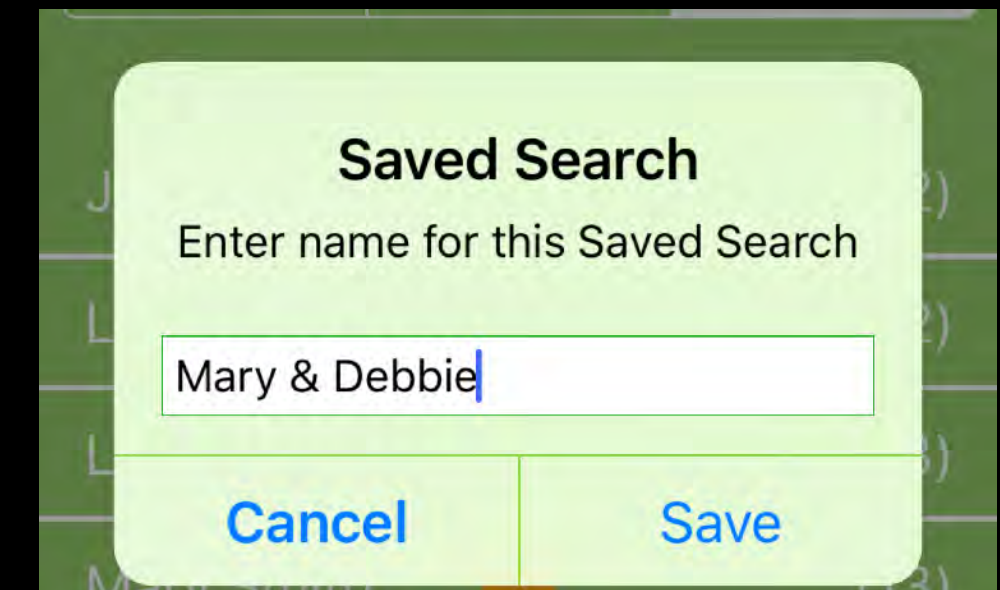
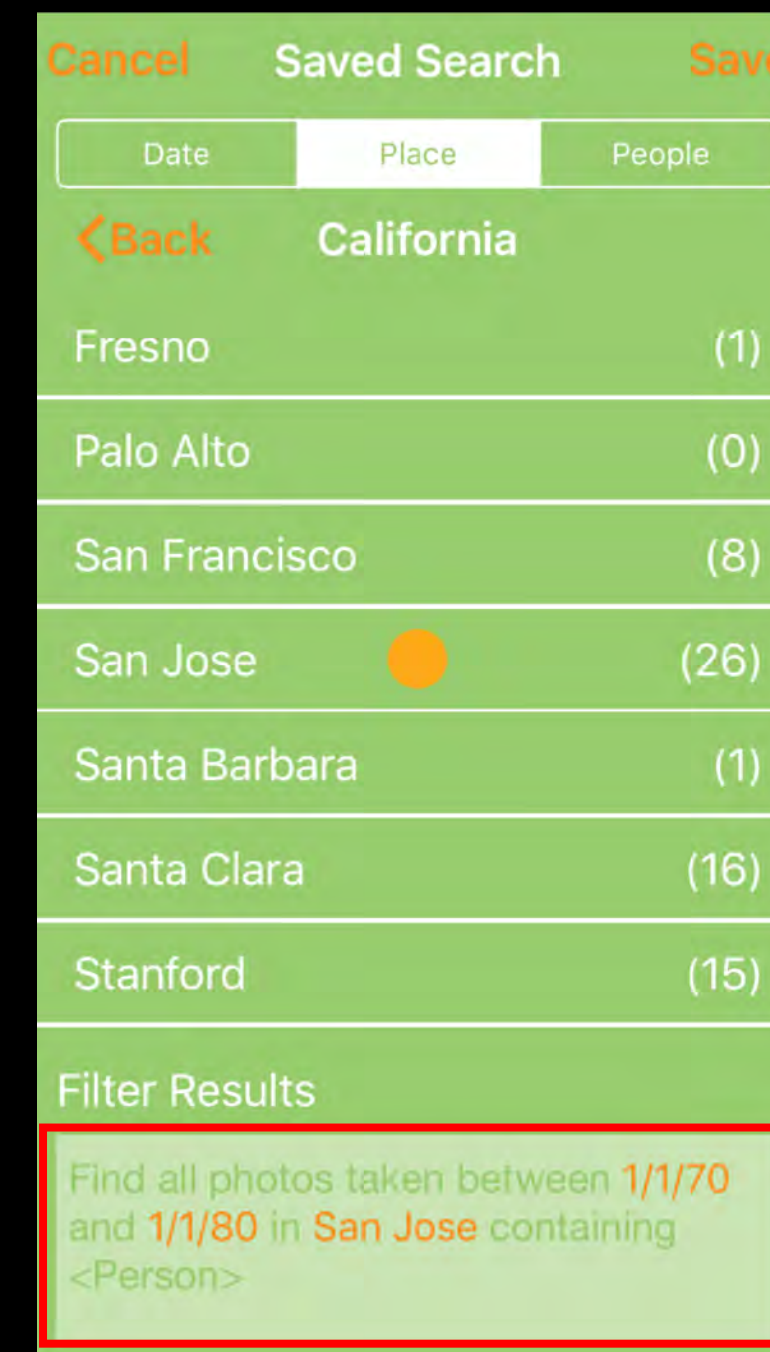
Using Playlists

Playlists are a way to combine a search term of Dates, Location & People metadata into a grouping of specific photos. Think of it as a smart photo album. As you scan more photos that match the search term, they automatically get added to the Playlist for easy viewing. Here are the steps:



- To create a Playlist, tap the Playlist icon, and then tap on the '+' icon.

- Tap on the Date, Place or People columns to set search values.
- Using beginning and end dates to narrow the search to specific time periods.
- Tap into Countries to drill down into specific places to narrow down the location.
- Slide list items to the left to select them.
- You can combine multiple values for Places and People to define a specific set of photos to add to the playlist.
- The filter results will be summarized at the bottom.



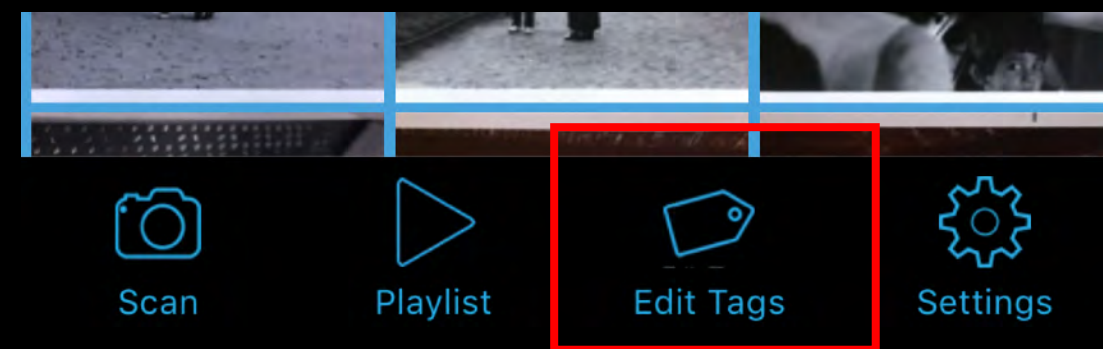
- Tap Save to name and save your Playlist.
- Tap on the Playlist to see just those photos in the Gallery.
- As you scan more images matching that search, they will automatically be added

Working with Photos

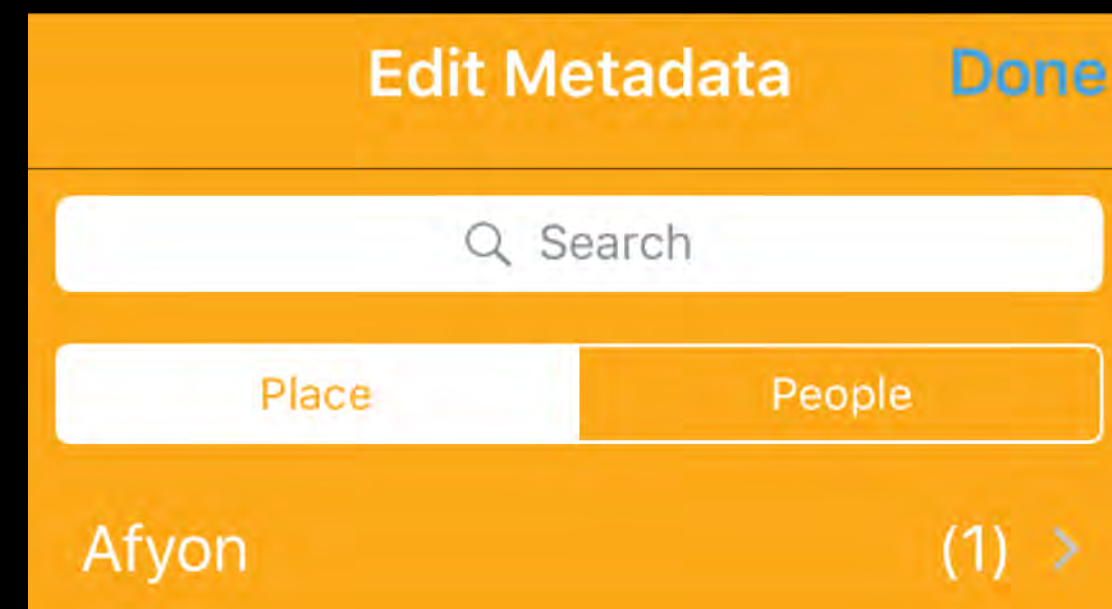


Editing Tag Names

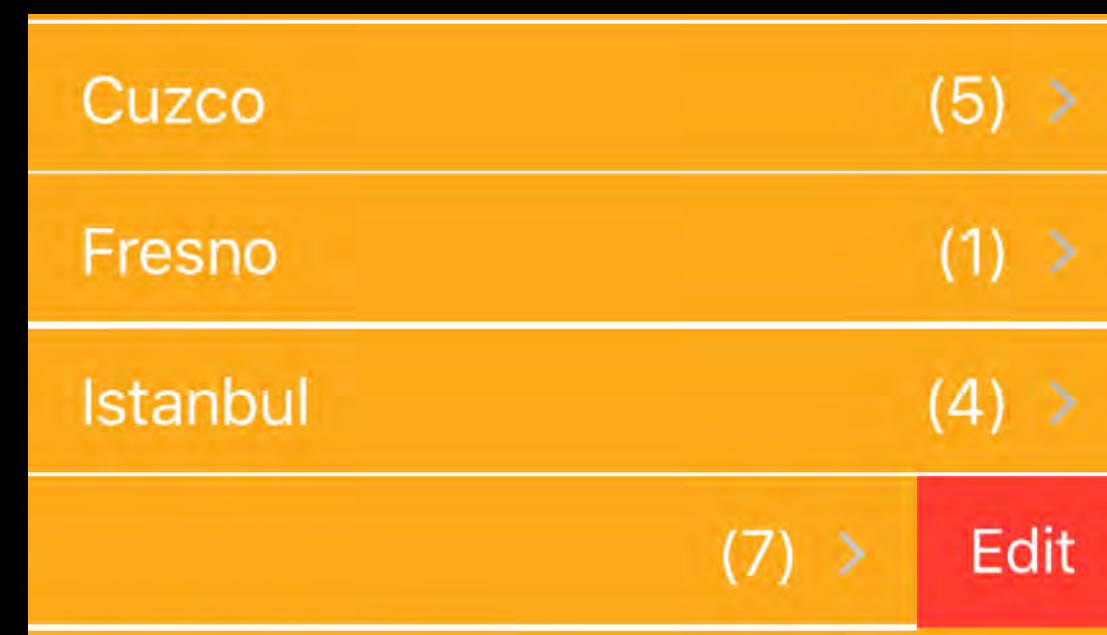
You can easily edit or replace Place and People tags using the Edit Tags feature. Changes made here will be applied to all images containing those tags. To edit the metadata of just one image, use the Metadata Editor in the Gallery. Here is how to edit tags:



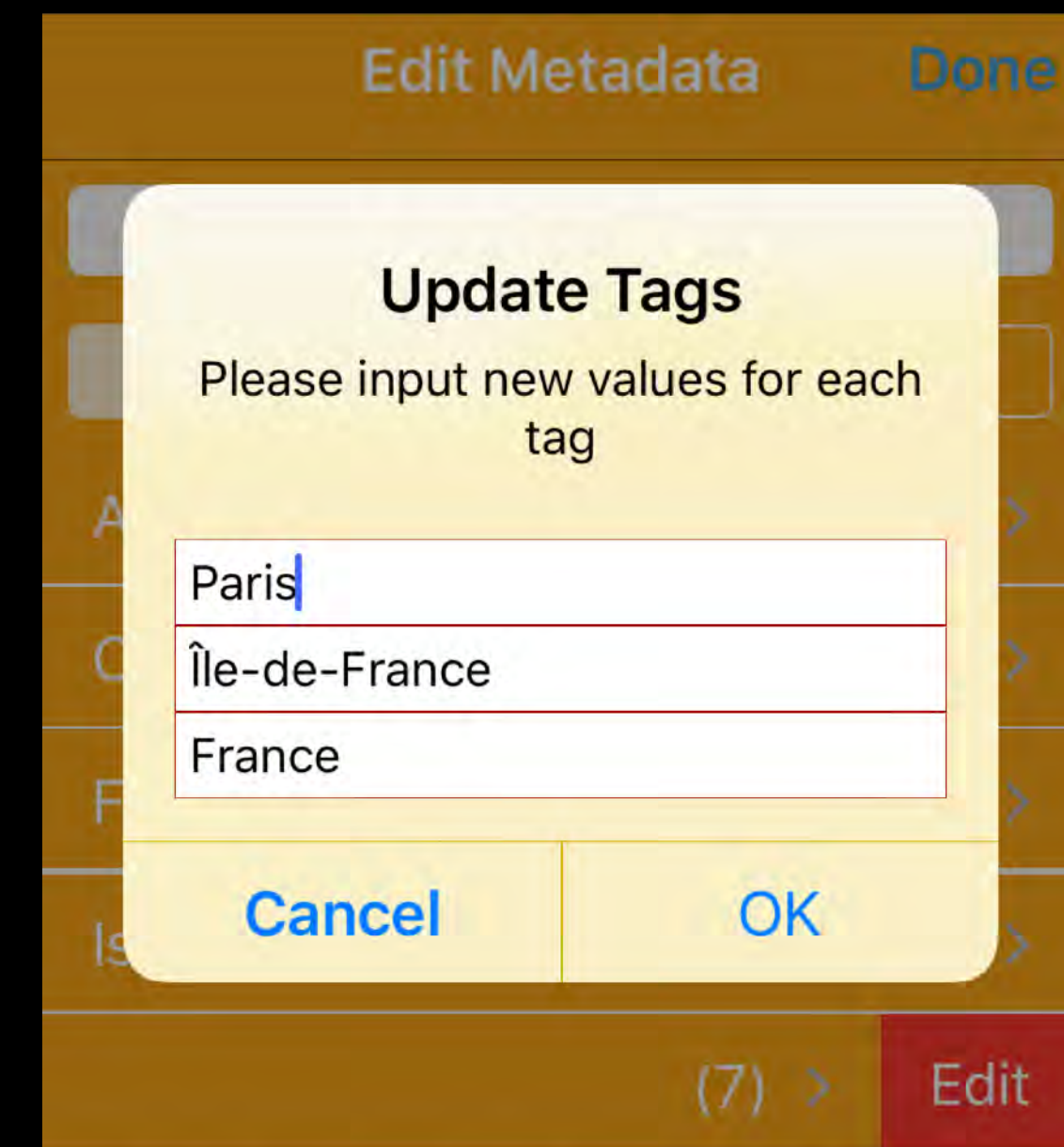
- Tap 'Edit Tags' to get started.



- Tap on a Place or People column to find the tag you want to edit.



- Tap on the tag you want to edit to see the a preview of images that containing that tag.
- Slide the tag to the left to edit it.



- Editing a Place tag allows you to edit the City, State/ Province & Country tags in one dialogue box.
- Editing People names is similar.
- Make the changes you desire, and then tap 'OK' to accept the changes.
- All images containing those tags will have their metadata updated.



There are a number of way to get help if you should ever have trouble using QromaScan.

Email Support

If you encounter a problem using QromaScan, please contact [QromaScan Support](#). Most problems can be solved quickly, and we try to respond within one day.

Video Tutorials

The Settings panel contains a Video Tutorial section that contains YouTube videos designed to help you learn about new features. Most are between 1 to 2 minutes. You can view these without leaving QromaScan, but you can go directly to our [YouTube Channel](#) and subscribe to get notified of new videos.