



TagRef

User Guide

How to collect, store and find references: images, videos, sounds and documents. Every feature of the app, step by step, with screenshots.



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Click any line to jump to that section. Your PDF viewer also shows the same list in the “Bookmarks” panel on the left. Each chapter starts with a “↑ Contents” link to come back here.

1 Getting to know TagRef

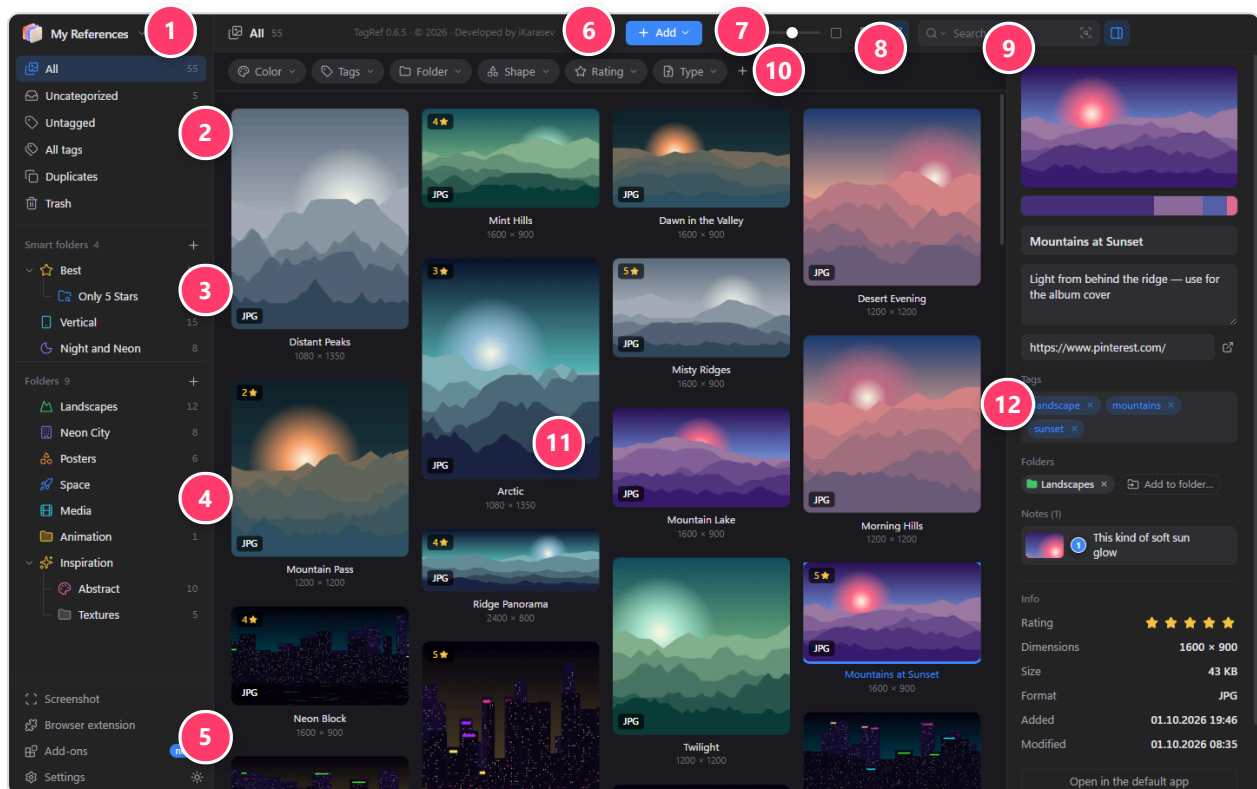
What TagRef is

TagRef is an app for storing references — the images and other files you rely on in your work: photos, illustrations, film stills, posters, videos, sounds and fonts.

All files live in one **library**. There you can sort them into folders, mark them with tags and stars, add notes — and then find what you need in seconds: by name, tag, color, image shape and even by describing it in words.

You can add files by dragging them in, from the clipboard, with the browser extension, with screen captures and straight from your phone. Every format has a convenient viewer. The app runs on your computer — your files are not sent anywhere.

The main window



- 1 **Library name.** Click it to open the library menu.
- 2 **Sections:** All, Uncategorized, Untagged, All tags, Duplicates, Trash.
- 3 **Smart folders** — fill themselves based on conditions.
- 4 **Folders** — your folder tree.
- 5 Screenshot, browser extension, add-ons, settings, light/dark theme.
- 6 **Add files to the library.**
- 7 **Thumbnail size.**
- 8 The “View and sorting” and “Filters” buttons.
- 9 **Search.** On the right of the field — search by your own image; further right — the properties panel button.
- 10 **Filter bar:** color, tags, folder, shape, rating, type and more.
- 11 **Grid of files.** Thumbnails show the format and star rating.
- 12 **Properties panel** of the selected file.

2 The library

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First launch: creating a library

On first launch TagRef offers to **Create library** or **Open library**.

A **library** is a **regular folder** whose name ends with `.library`. Files you add are **copied** into it, so you can safely move or delete the originals later — nothing disappears from TagRef.

Keep the library on a drive with plenty of free space.



Start screen

Several libraries

Click the library name in the top-left corner to open the menu:

- the list of your libraries — switch with one click;
- **Create a new library...** and **Open another library...**;
- **Import an Eagle library...** and **Export library for Eagle...** (see chapter 21);
- **Show library in Explorer**;
- light or dark theme and **Quit TagRef**.

For example, you can keep one library for work and another one for personal projects.

Backups

The library folder contains your files, their thumbnails and everything you have recorded about them: tags, folders, notes, ratings. To make a backup, simply copy the whole folder to another drive. To restore it, use **Open another library...**

Don't change files inside the `.library` folder by hand

Add and delete files only through TagRef, otherwise the app may lose information about them.

3 Adding files

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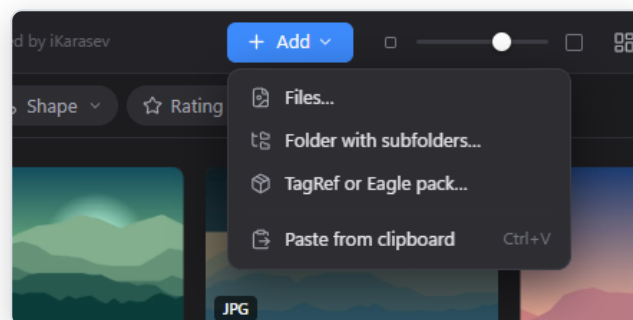
Drag and drop

The easiest way is to drag files from File Explorer straight into the TagRef window. You will see “Release to add to the library”. You can drag whole folders too: they become library folders together with all their subfolders. TagRef immediately creates thumbnails and detects the main colors of every image.

The “Add” button

The **Add** button at the top of the window opens a menu:

- **Files...** — choose individual files;
- **Folder with subfolders...** — add a folder with the whole tree inside;
- **TagRef or Eagle pack...** — open a pack with a collection (chapter 21);
- **Paste from clipboard** — the same as `Ctrl + V`.



Other ways

- **Clipboard.** Copy an image anywhere (a browser, a messenger, an image editor) or files in File Explorer, switch to TagRef and press `Ctrl + V`.
- **From the browser.** Drag an image from a web page straight into the window. The browser extension is even more convenient (chapter 16).
- **Screenshots** — `Ctrl + Alt + A` (chapter 17); **from your phone** — via Telegram or a cloud folder (chapter 19).

Before adding, it's handy to open the right folder on the left: screenshots and files from your phone go into the selected folder.

File types TagRef understands

Type	Formats and features
Images	JPG, PNG, WebP, GIF (with frame-by-frame view), BMP, TIFF and more
Video	MP4, WebM, MOV and more — a player with frame-by-frame stepping
Audio	MP3, WAV, OGG and more — with a waveform and tempo (BPM) detection
Fonts	TTF, OTF, WOFF, WOFF2 — preview with your own text, glyphs, details
Documents	PDF (page by page), Word (DOCX)
Design and vector	PSD, AI, EPS, CDR. EPS files without an embedded preview need the free Ghostscript app
Bookmarks	Saved web pages: a snapshot, address and description; YouTube, Vimeo and other video links open as a player

4 Folders

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Creating and nesting

Create a new folder with the + button next to the “Folders” section in the left panel. To put one folder inside another, drag it onto the target folder or choose **New subfolder** in the menu. Folder order is changed by dragging, too.

Putting files into a folder

Select files and drag them onto a folder on the left. Select with a mouse frame, one by one with **Ctrl**, a range with **Shift**, everything with **Ctrl + A**.

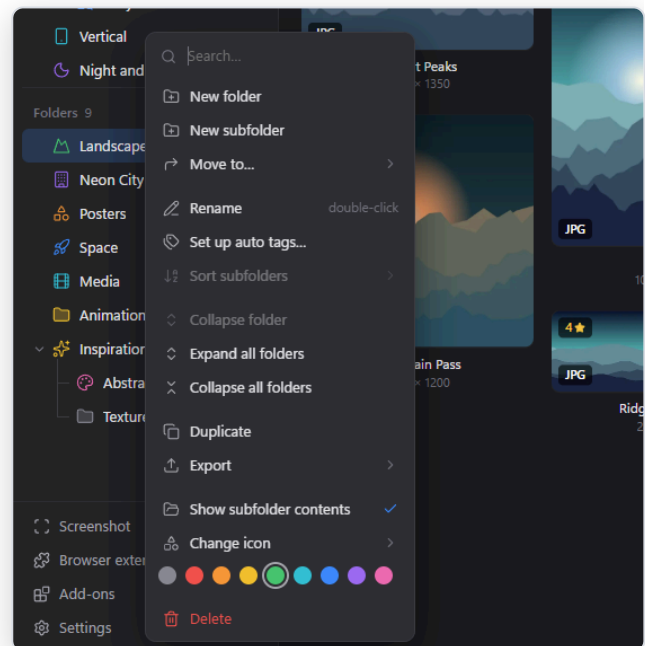
The file menu (right-click) has two items:

- **Add to folder** — the file also stays in its other folders. The same file can be in several folders at once without being copied or taking extra space.
- **Move to folder** — the file is removed from its previous folders.

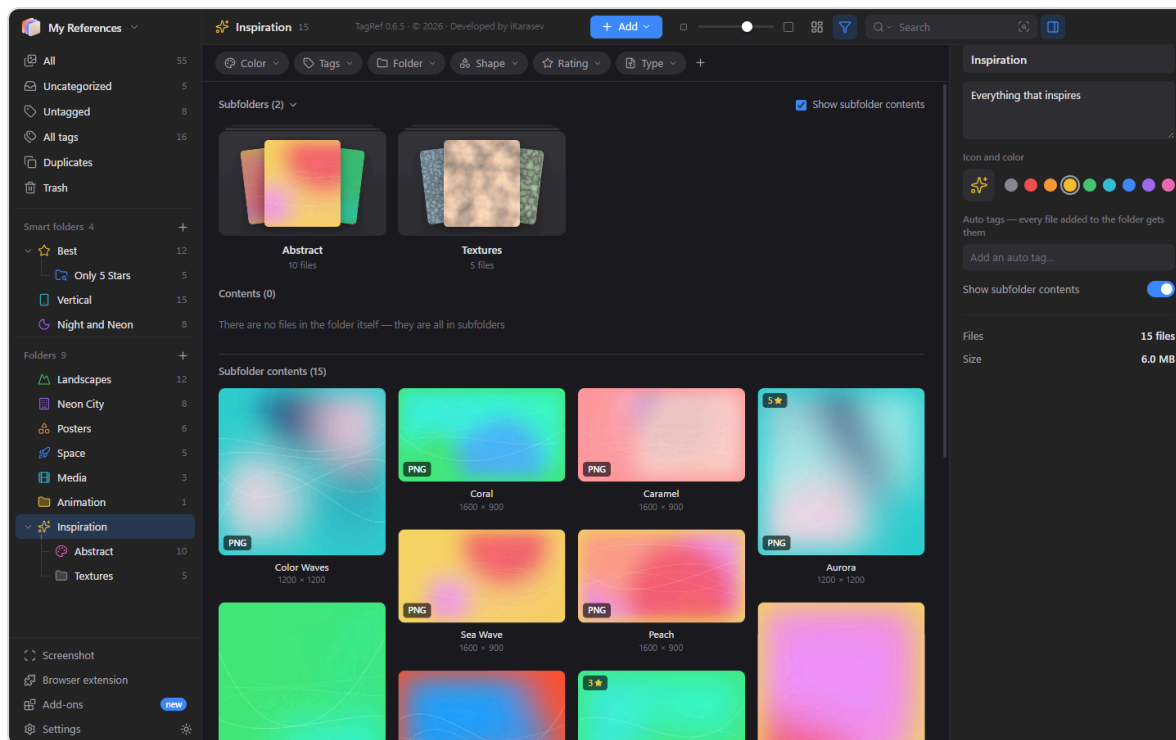
The folder menu

Right-click a folder to open its menu:

- new folder or subfolder, move it elsewhere;
- **Rename** (or double-click the name);
- **Set up auto tags...**;
- sort subfolders, expand or collapse all folders;
- **Duplicate and Export**;
- **Show subfolder contents**;
- **Change icon and color** — the colored dots at the bottom of the menu;
- **Delete**. Only the folder is deleted; the files stay in the library.



Folder properties and subfolders



The “Inspiration” folder is open: subfolder cards at the top, folder properties on the right

When you open a folder and nothing is selected, the right panel shows its properties:

- **Description** — any text about the folder; search works on it too.
- **Icon and color** — to tell folders apart more easily.
- **Auto tags** — tags that *every* file added to this folder gets. For example, the “Landscapes” folder has the auto tag “landscape”: drop a file into the folder and the tag is set automatically.
- **Show subfolder contents** — also show files from all subfolders in this folder.
- How many files the folder has and how much space they take.

Cards of subfolders are shown above the folder’s files. You can choose a card’s cover: right-click a file inside the folder → **Set as cover of folder**.

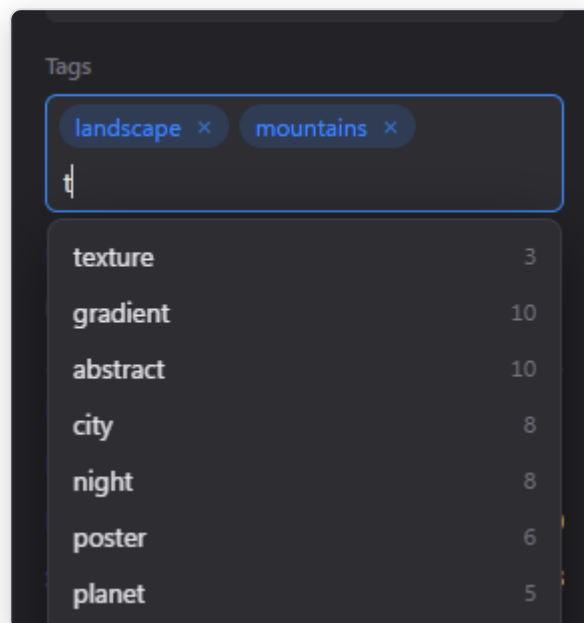
A folder answers “where is it”, a tag answers “what is in it”. A file can have any number of tags.

Adding a tag

Select a file and start typing a tag in the **Tags** field of the properties panel. **Enter** adds it.

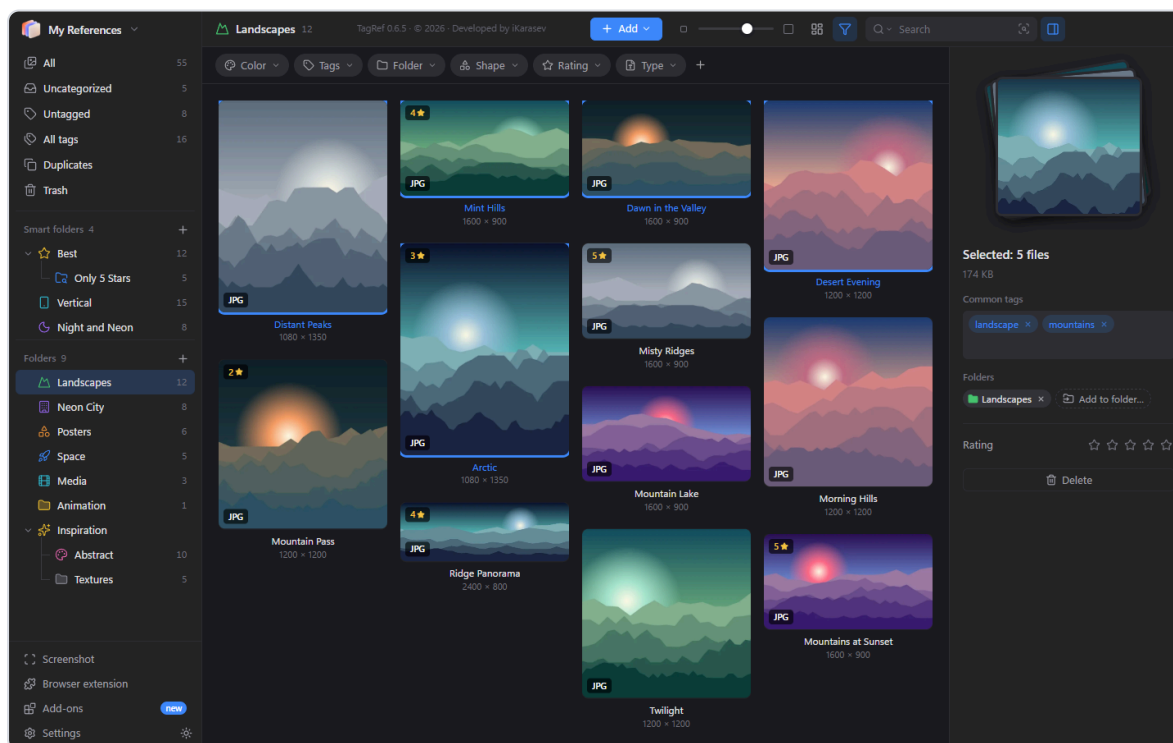
TagRef suggests existing tags and shows how many files each one has. Pick from the suggestions — so you don’t end up with both “neon” and “neons” for the same thing.

The cross on a tag removes it from the file. Clicking a tag shows all files with it.



Suggestions while typing a tag

Tagging many files at once



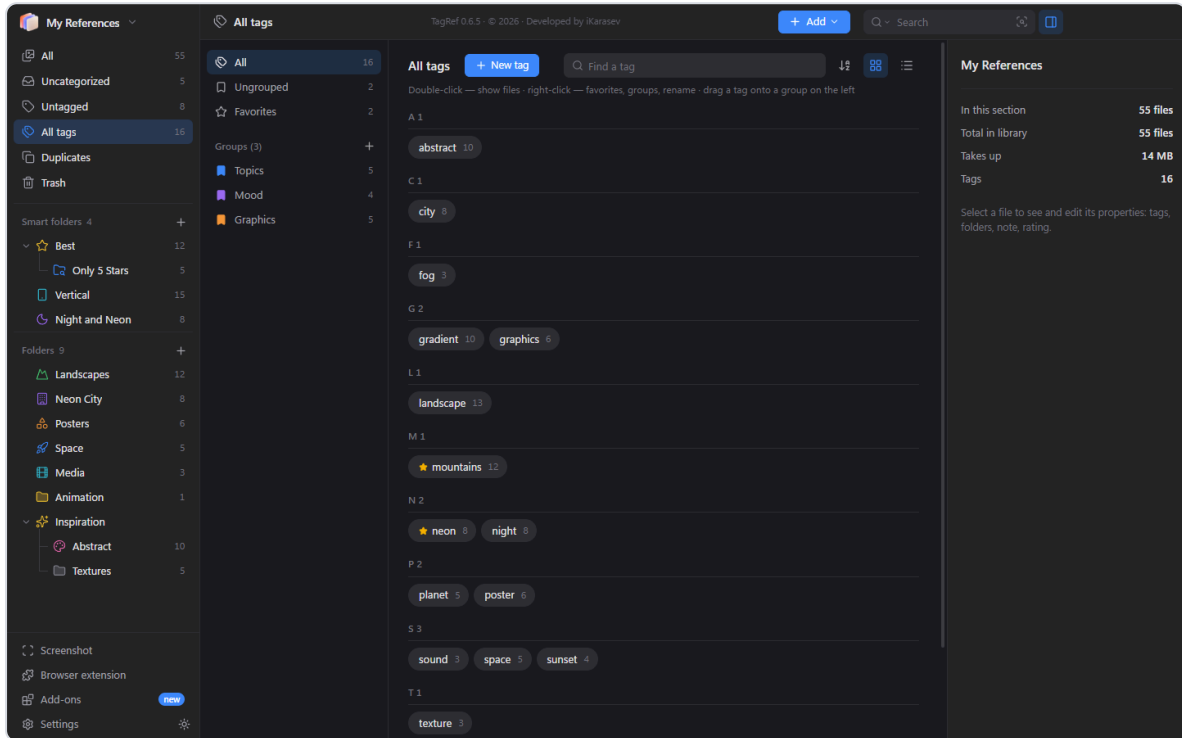
5 files selected: the panel shows common tags, folders and rating

Select several files and the properties panel works for all of them. A tag added here goes to every selected file. You can also rate them or add them to a folder in one go.

The “Untagged” and “Uncategorized” sections

The left panel has two helper sections: **Untagged** — files that have no tags yet, and **Uncategorized** — files that are not in any folder. Look into them from time to time to sort out new files.

The “All tags” page



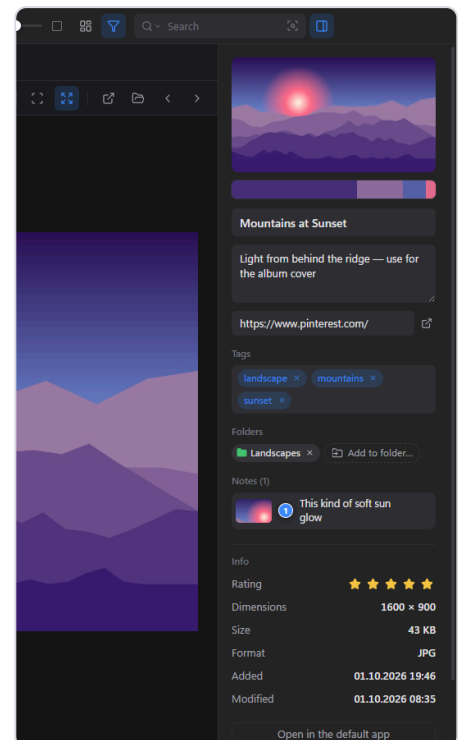
- All tags of the library and the number of files for each. Double-click a tag to see its files.
- **Cloud** or **List** view, **Find a tag** search, sorting.
- **Tag groups**, for example “Topics”, “Mood”, “Graphics”. Create them with the + button next to “Groups”. A tag goes into a group via its menu (right-click) → **Add to group**.
- **Favorites** (★) — the tags you use most often.
- **Rename tag** changes the tag on all files at once; **Delete tag** removes it everywhere.
- **New tag** — create a tag in advance, before any file needs it.

6 The properties panel

The panel on the right is the card of the selected file. From top to bottom:

- **Preview and palette.** A strip of the image's main colors. *Click* a color to find images with a similar color in your library; *right-click* to copy the color code (#RRGGBB).
- **Name.** Change it right here or with **F2** in the grid.
- **Note** — any text for yourself: why you saved it, what you liked.
- **Link** — the page the file came from. The browser extension fills it in automatically. The button next to it opens the page in the browser.
- The file's **Tags** and **Folders**.
- **Notes** — marks on the image itself or on moments of a video (chapter 10). Click to show a note on the image.
- **Info:** rating (1–5 stars), dimensions, size, format, dates added and modified. For video and audio — duration; for audio also the tempo (BPM).
- At the bottom: **Open in the default app**, **Show in Explorer**, **Delete**.

When nothing is selected, the panel shows a summary of the section and the whole library. Hide or show the panel with the button in the top-right corner of the window.



Properties panel of an image

7 Grid view

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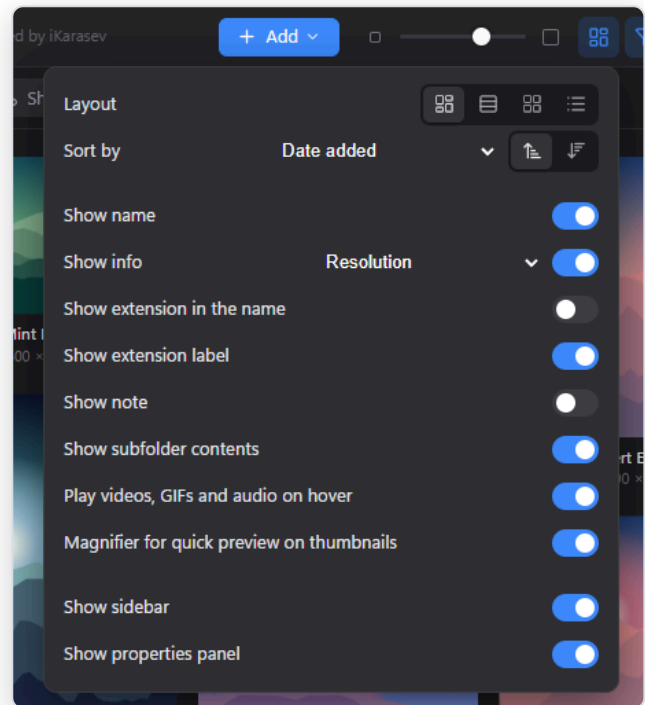
Thumbnail size

The slider at the top of the window changes the thumbnail size: large to see details, small to see hundreds of files at once.

The “View and sorting” window

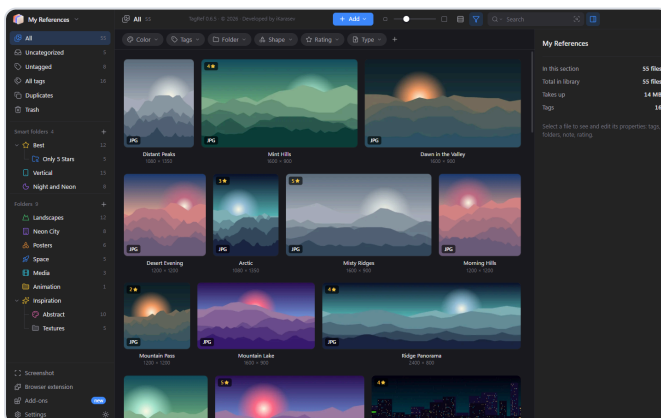
It opens with the squares button next to the slider.

- **Layout:** waterfall, justified, grid, list.
- **Sort by:** date added, file modification date, name, type, size, resolution, rating, duration or random order. The arrows next to it set the direction.
- What to show under a thumbnail: name, info (resolution, size, etc.), extension, extension label, note.
- **Show subfolder contents.**
- **Play videos, GIFs and audio on hover.**
- **Magnifier for quick preview:** hover over the magnifier icon in the corner of a thumbnail and the image is shown large over the whole window. No clicking needed.
- Show or hide the sidebar and the properties panel.

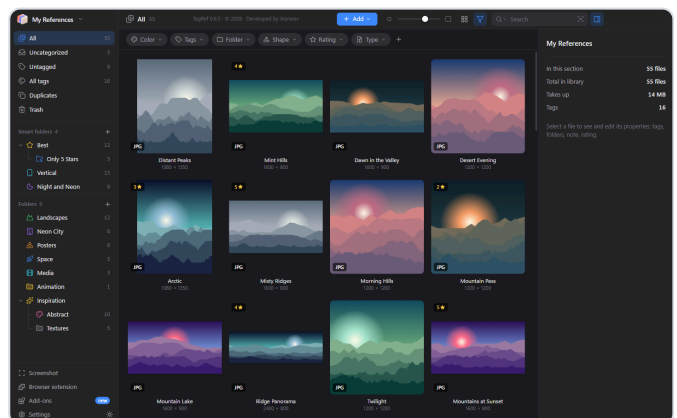


Layouts

Waterfall (as in all the screenshots above) shows whole images in columns. The other layouts:



Justified — even rows of the same height



Grid — equal squares

Name	Resolution	Extension	Size	Date added
Distant Peaks	1080 × 1350	jpg	31 KB	01.10.2026 19:46
Mint Hills	1600 × 900	jpg	36 KB	01.10.2026 19:46
Dawn in the Valley	1600 × 900	jpg	31 KB	01.10.2026 19:46
Desert Evening	1200 × 1200	jpg	36 KB	01.10.2026 19:46
Arctic	1080 × 1350	jpg	40 KB	01.10.2026 19:46
Misty Ridges	1600 × 900	jpg	33 KB	01.10.2026 19:46
Morning Hills	1200 × 1200	jpg	35 KB	01.10.2026 19:46
Mountain Pass	1200 × 1200	jpg	35 KB	01.10.2026 19:46
Mountain Lake	1600 × 900	jpg	40 KB	01.10.2026 19:46
Ridge Panorama	2400 × 800	jpg	50 KB	01.10.2026 19:46
Twilight	1200 × 1200	jpg	37 KB	01.10.2026 19:46
Mountains at Sunset	1600 × 900	jpg	43 KB	01.10.2026 19:46
Neon Block	1600 × 900	jpg	119 KB	01.10.2026 19:46
Cyberpunk	1080 × 1350	jpg	121 KB	01.10.2026 19:46
City of the Future	1600 × 900	jpg	117 KB	01.10.2026 19:46
Embankment at Night	1600 × 900	jpg	125 KB	01.10.2026 19:46
Metropolis Lights	1600 × 900	jpg	116 KB	01.10.2026 19:46
Neon and Fog	1600 × 900	jpg	119 KB	01.10.2026 19:46

List — a table with name, resolution, extension, size and date

Video and sound right in the grid

Videos and GIFs play when you hover over them. Moving the mouse across a video thumbnail scrubs through it. Audio files show a waveform in the grid — click it to jump to that spot. The button in the corner of a thumbnail turns the sound on, and the mouse wheel over it changes the volume.

8 Search and filters

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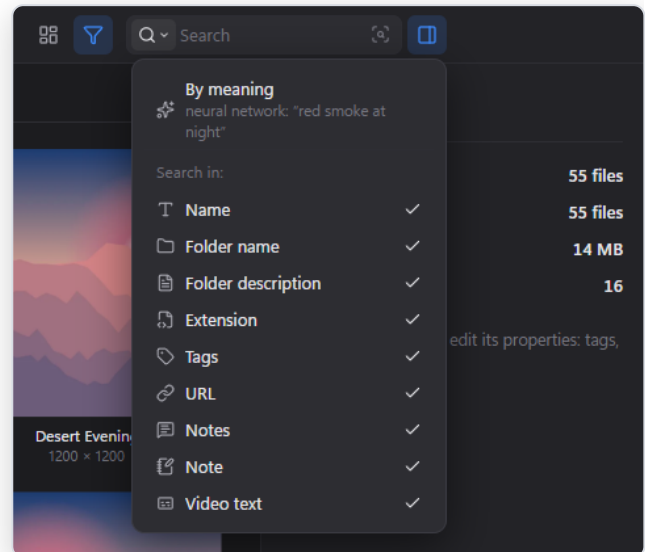
Search

Ctrl + **F** puts the cursor in the search field. TagRef searches names, tags, notes, links, image notes, extensions, folder names and descriptions at once — and the text from videos, if speech has been transcribed.

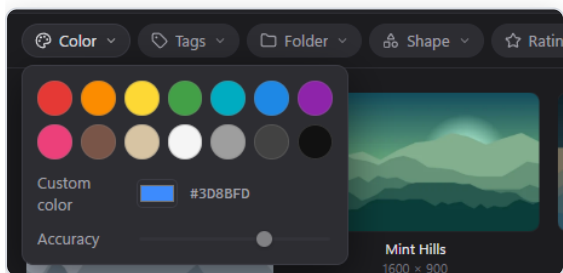
The magnifier menu lets you choose **where to search**. For example, if you keep only “URL” and type “pinterest”, you will find everything saved from Pinterest.

By meaning turns on search by a description in words (“red smoke at night”). It needs the “Text search” add-on (chapter 18).

The button on the right of the search field is **search by your own image** (needs the “Smart search” add-on).

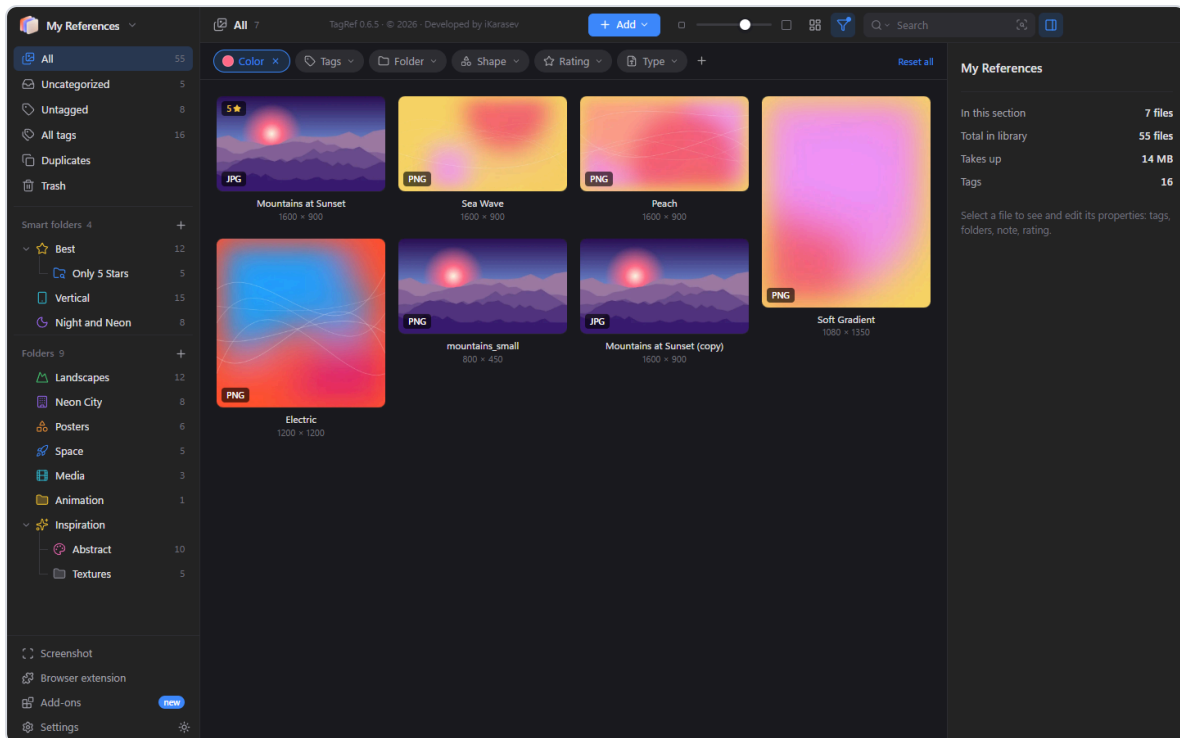


Color filter



The **Filters** button at the top shows the filter bar. The **Color** filter finds images that contain the chosen color. Pick a color from the palette or set your own. The **Accuracy** slider sets how close a shade has to be.

Quick way: clicking a color in the palette of the properties panel turns this filter on.



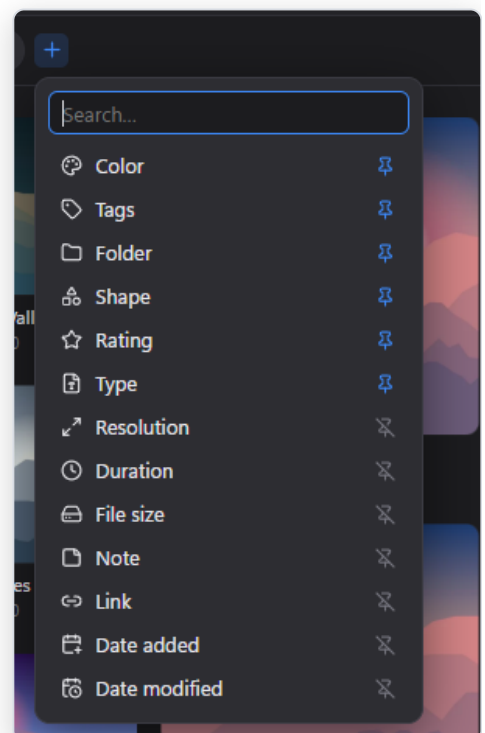
Everything with a pink-red shade is found: landscapes, abstract images, different formats

Other filters

- **Tags** — choose several and decide whether a file needs all of them or any of them.
- **Folder** — files from the chosen folders.
- **Shape** — landscape, portrait, square, panoramas.
- **Rating** — e.g. “★★★★ and up” or “No rating”.
- **Type** — only videos, only PNG, etc.
- The + button (**More filters**): resolution, duration, file size, note, link, date added (today, last 7 days, last 30 days, last year or a custom period) and date modified.

The pin icon in this list **pins** a filter to the bar so it is always at hand.

Filters combine with each other and with search: for example, “blue + landscape + 4 stars and up + tag ‘city’”. **Reset all** shows the whole library again.



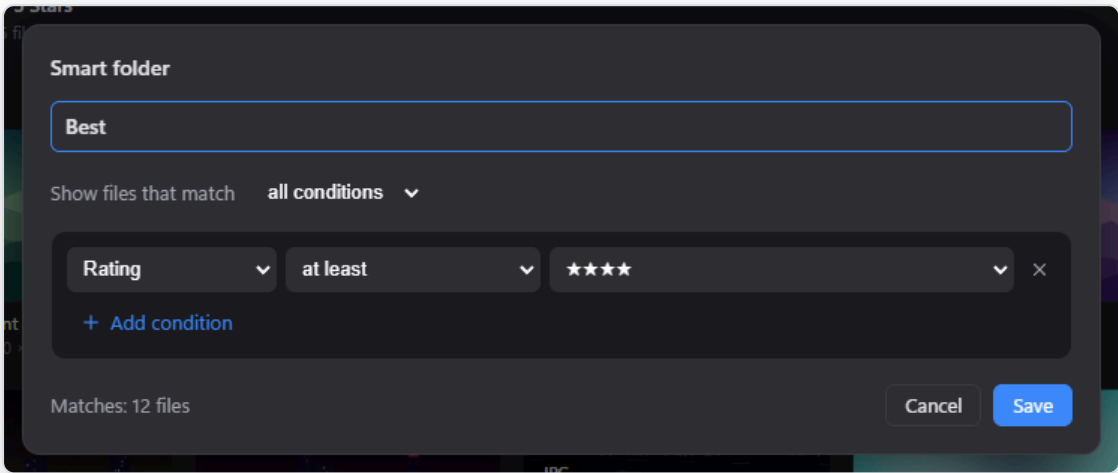
Tip

If you need the same set of filters all the time, turn it into a smart folder (next chapter).

9 Smart folders

A smart folder fills itself based on the conditions you set. You don't put anything into it: new matching files appear there automatically.

Creating one

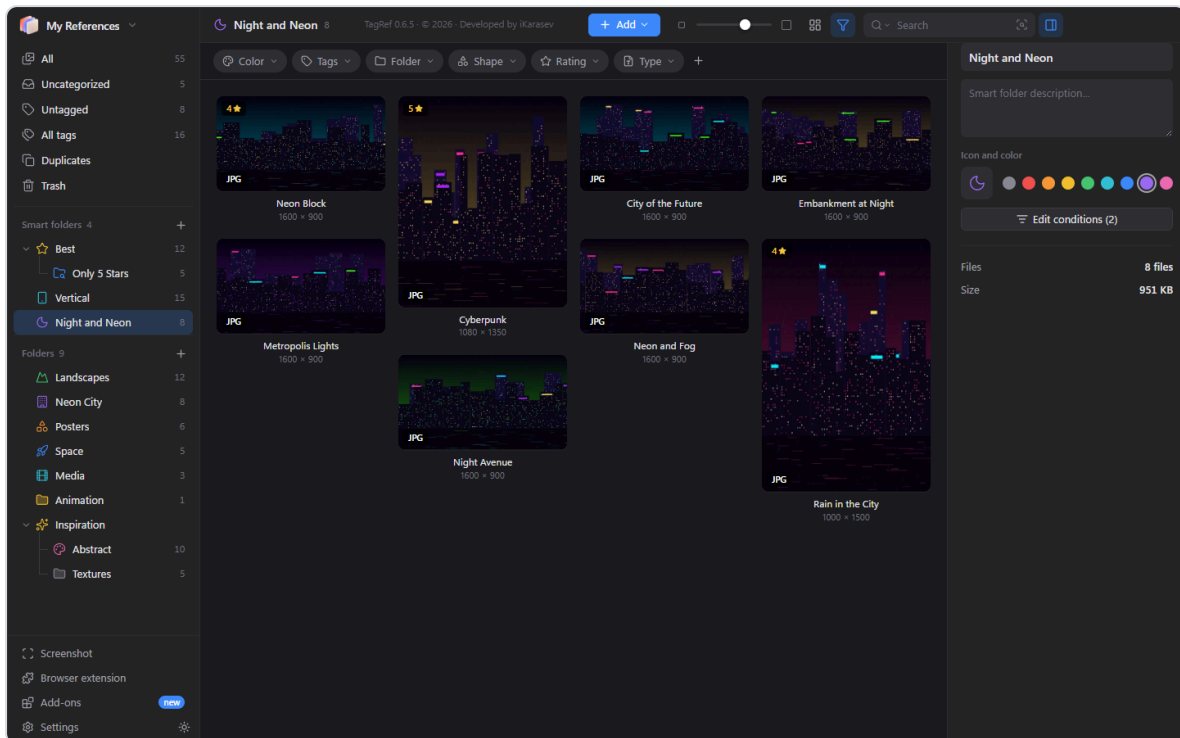


The smart folder window: name, conditions and how many files match

- 1. Click + next to the "Smart folders" section in the left panel.
- 2. Enter a name.
- 3. Choose whether files must match **all conditions** or **any condition**.
- 4. **Add condition** — choose what to check, how to compare and with what.
- 5. The number of matching files is shown at the bottom. Click **Create**.

Condition	Example
Name, note, link	contains "cover"; link contains "behance"; note is not empty
Tags	one of "neon", "night"; all of...; no tags
Folder	is in the "Landscapes" folder; is not in any folder
File type	PNG, MP4...
Rating	at least ★★★★★
Width, height	width at least 3840 px (4K)
Shape	portrait, landscape, square, panoramas
Color	contains the chosen color
Date added	in the last N days or earlier
File size	larger than 10 MB

Working with smart folders



The “Night and Neon” smart folder: files tagged “neon” or “night”

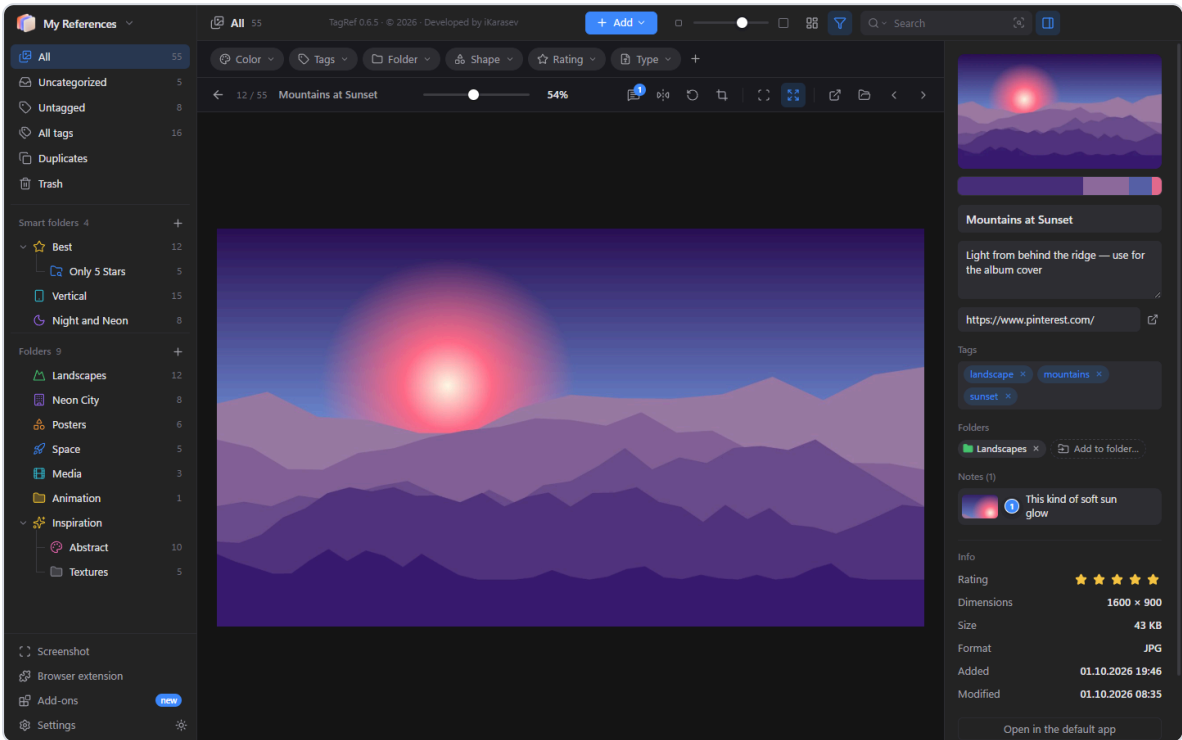
- To change the conditions — double-click the smart folder or press **Ctrl** + **Shift** + **R**.
- **Nested smart folders** search only among the files of their parent. For example, “Best” (4 stars and up) with “Only 5 Stars” inside.
- Deleting a smart folder doesn’t touch the files.

Ideas

“Untagged this week” — what needs sorting. “From Pinterest” — by link. “Large, 4K and up” — by width. “Videos longer than a minute” — by type and duration.

10 Viewing images

Opening and navigating

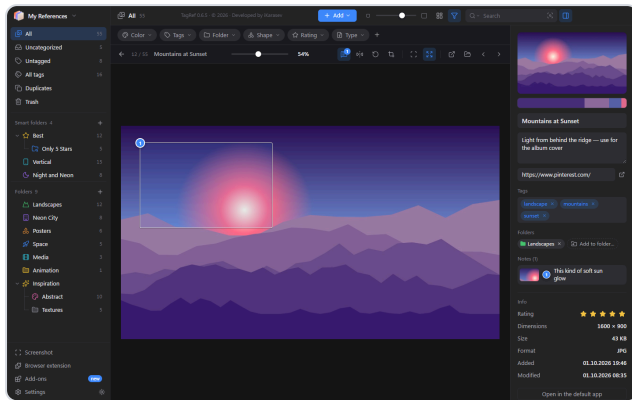


Double-click, `Space` or `Enter` opens a file. The arrows `←` `→` go through files, `Esc` returns to the grid. The properties panel stays on the right: you can add tags and ratings right in the viewer.

Action	How
Zoom	mouse wheel (zooms toward the point under the cursor), <code>+</code> / <code>-</code>
Move the image	drag with the mouse
Fit to window / actual size	<code>0</code> / <code>1</code>
Flip horizontally	<code>Shift</code> + <code>F</code> — the file itself doesn't change
Rotate left / right	<code>Shift</code> + <code>R</code> / <code>Alt</code> + <code>Shift</code> + <code>R</code>
Notes	<code>C</code>
Crop	<code>Shift</code> + <code>C</code>

Flipping helps artists
A flipped image looks unfamiliar, so mistakes in drawing and composition jump out immediately.

Notes on the image



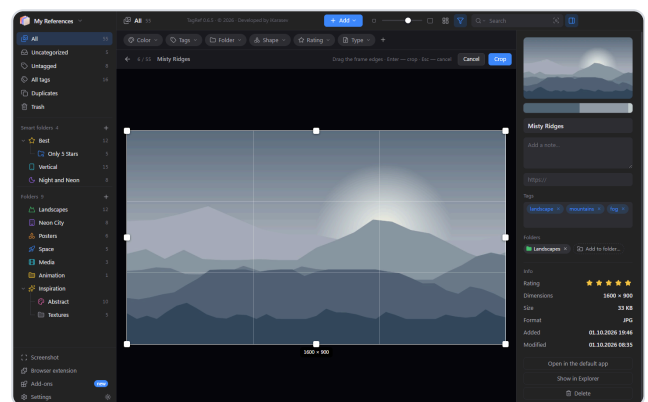
Press **C** (or the notes button at the top), select an area on the image and type a text: "this light", "this fabric fold".

Notes are saved with the file and are visible in the properties panel. The "Show on the image" button highlights the area. Search works on note text.

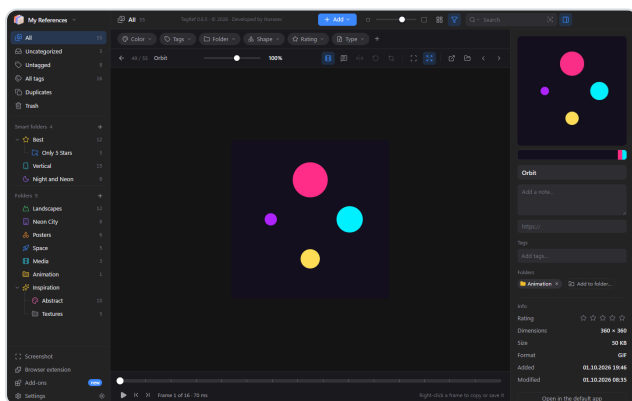
Cropping

Shift + **C** turns on the crop frame. Drag the edges of the frame, then click **Crop** (or **Enter**). **Esc** cancels cropping.

The original is not lost: the **Restore original** button brings the image back at any time.



Frame-by-frame GIF view



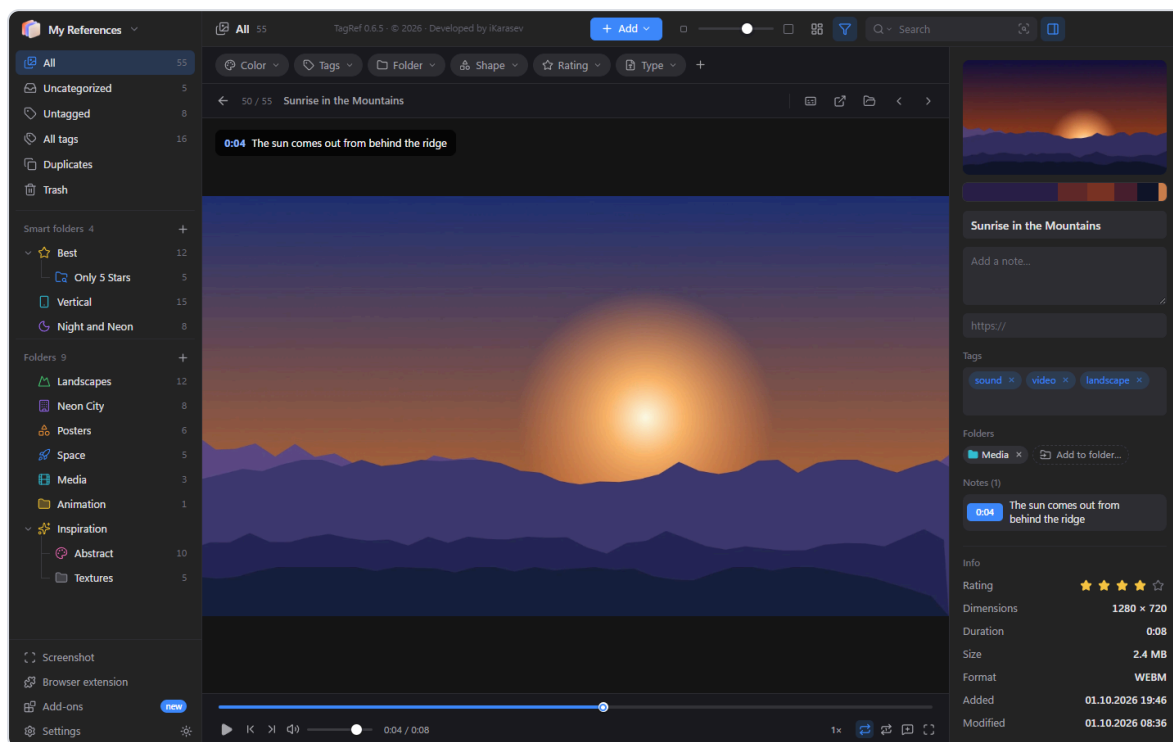
GIFs and animated WebP have a **Frame-by-frame view** button. The animation is split into frames. At the bottom — the frame strip, the frame number and its delay in milliseconds. The arrows step through frames, **Space** plays the animation.

Right-click a frame to copy it, save it to the library as a separate image or set it as the cover.

Dragging into other apps

Drag an image from the viewer or the grid straight into Photoshop, Figma, a browser, a messenger or a File Explorer folder. From the grid you can drag several files at once. To edit a file, use **Open in the default app**.

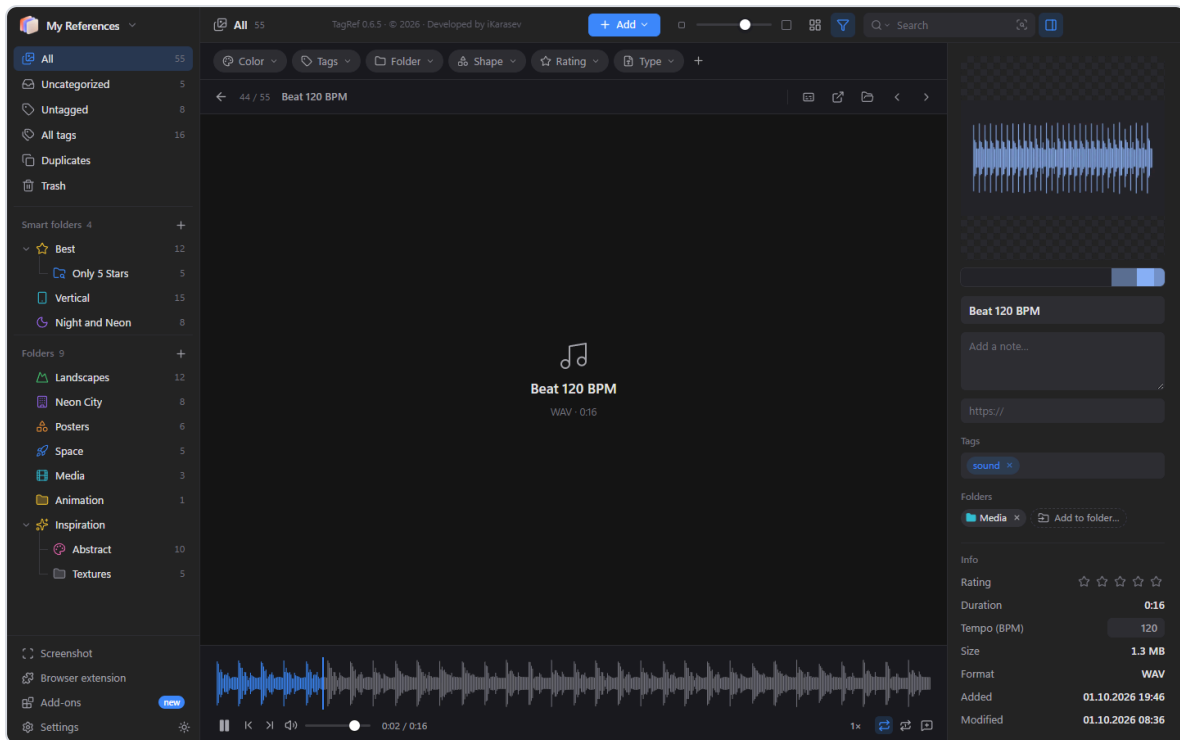
Video player



A video with a note at 0:04 — it also appears in the properties panel

- **Space** — play and pause. **,** and **.** — one frame back and forward. Handy when you study animation or camera movement.
- **Playback speed** — slow down to examine fast motion.
- **Loop a range:** turn on looping and drag the start and end markers on the bar — the selected part plays in a loop.
- **Note for a moment:** pause and type a text. A list of notes appears in the properties panel. Click a note to jump to that moment.
- Right-click a frame: **Copy frame**, **Save the frame to the library**, **Set as cover** (it is shown in the grid).
- Full screen and volume (also with the mouse wheel).

Audio



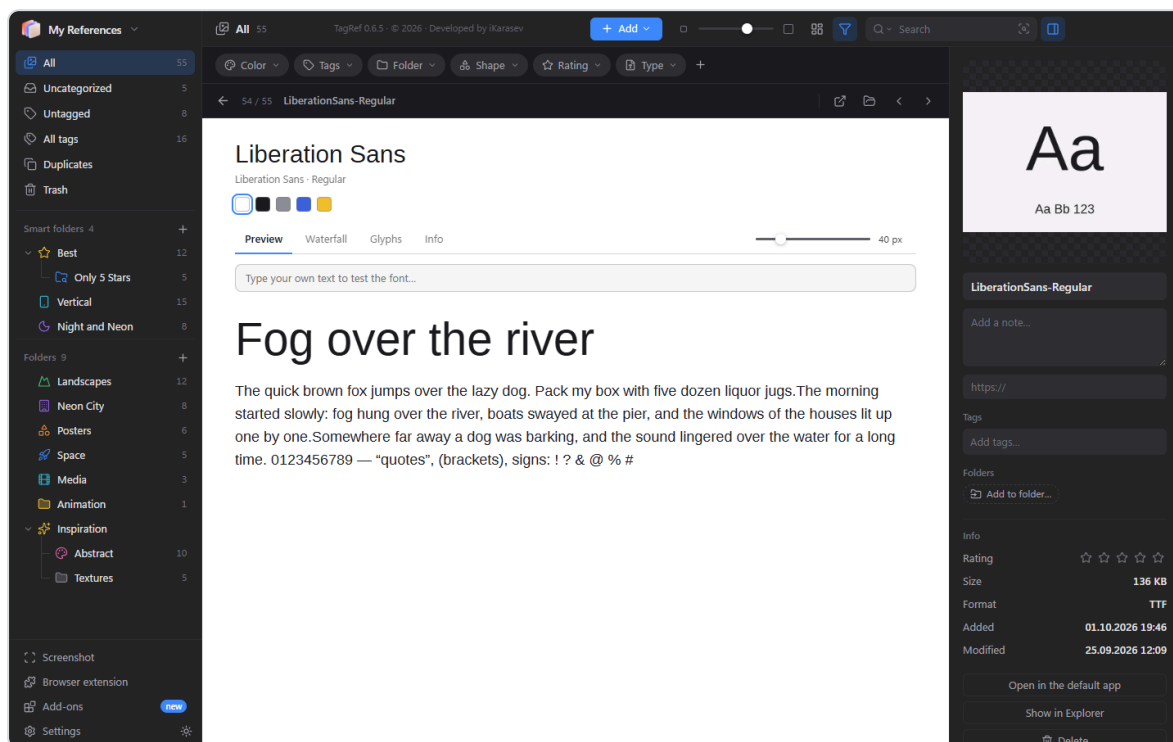
Audio: the waveform at the bottom; duration and tempo (BPM) in the info

Audio opens in the same player — with a waveform, click-to-seek, range looping and notes for moments. TagRef detects the tempo (BPM) by itself — handy when choosing music for an edit. The tempo is shown in the properties panel and on the grid thumbnail, and you can sort by it.

Text from videos

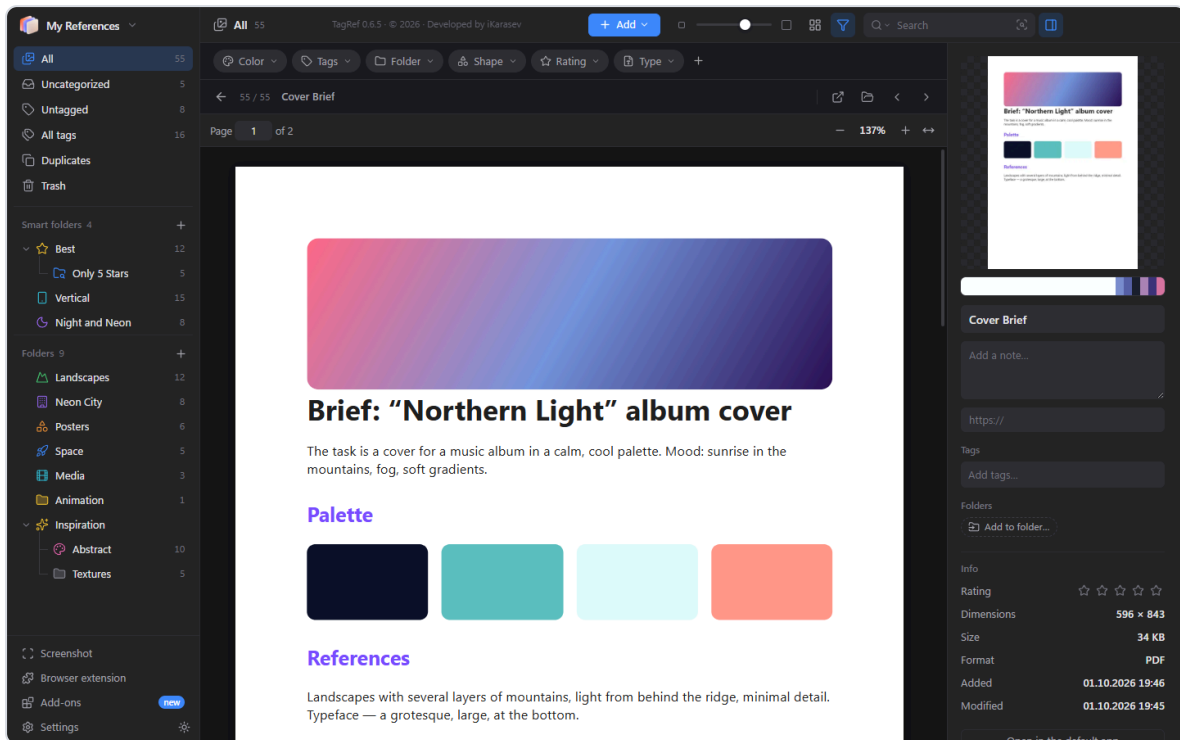
The “Speech transcription” add-on writes out what is said in videos and audio. You can search it and jump to the right phrase (chapter 18).

Fonts



- **Preview** — type your own text and see how it looks. The slider changes the size, the colored dots change the background (light, dark, gray, blue, yellow).
- **Waterfall** — the same text in different sizes.
- **Glyphs** — every character of the font. Click a character to copy it.
- **Info** — family, style, number of glyphs and characters.

PDF and Word



PDFs are paged right in the app; use **Fit to window width** to adjust the zoom. Word documents open for reading too. **Copy all text** copies the whole text. After **Edit in Word** and saving the document, the preview in TagRef updates itself.

PSD, vector files and bookmarks

- PSD files look like regular images — no need to open Photoshop.
- AI, EPS, CDR are shown by their embedded preview. EPS files without a preview need the free **Ghostscript** app: it is installed separately, and a link to its website is in the "Add-ons" window.
- **Bookmarks** are saved websites: a page snapshot, address and description. In the viewer you can open the live page right in TagRef or in the browser. YouTube, Vimeo, VK Video, Rutube and other video links open straight away as a player.
- **Instagram reels** can be turned into a real video file with **Save as video**. Then everything from chapter 11 works for them, and the bookmark goes to the trash.

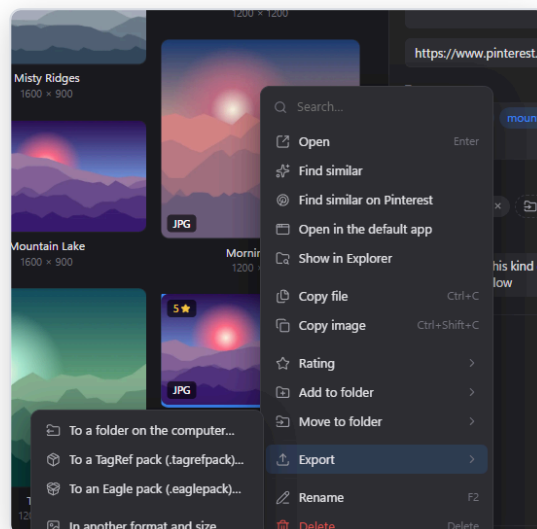
13 The file menu and export

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The file menu

Right-click a file (or several selected ones) to open the menu. It has a search field at the top.

- **Open**, **Find similar**, **Find similar on Pinterest** (chapter 18);
- **Open in the default app**, **Show in Explorer**;
- **Copy file** (**Ctrl** + **C**) — to paste into a folder; **Copy image** (**Ctrl** + **Shift** + **C**) — to paste into a messenger or an editor;
- **Rating**, **Add to folder**, **Move to folder**;
- **Export**, **Rename** (**F2**), **Delete** (**Delete**).

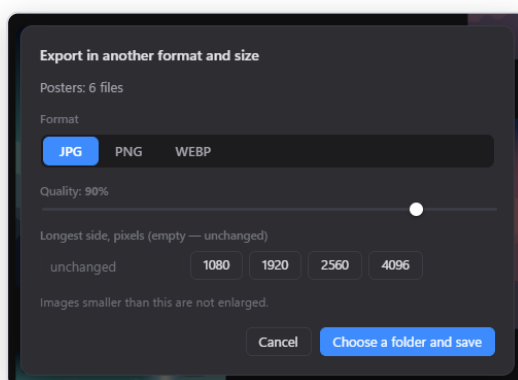


The file menu and the “Export” submenu

Getting files out of TagRef

- Drag files into File Explorer or another app.
- **Ctrl** + **C** in TagRef and **Ctrl** + **V** in a File Explorer folder.
- **Export** → **To a folder on the computer...** A library folder also has **To a folder on the computer (with subfolders)...** — the same structure appears on disk.
- **To a TagRef pack** / **To an Eagle pack** — a collection in one file together with tags and folders (chapter 21).

Export in another format and size



In another format and size... saves copies of the files:

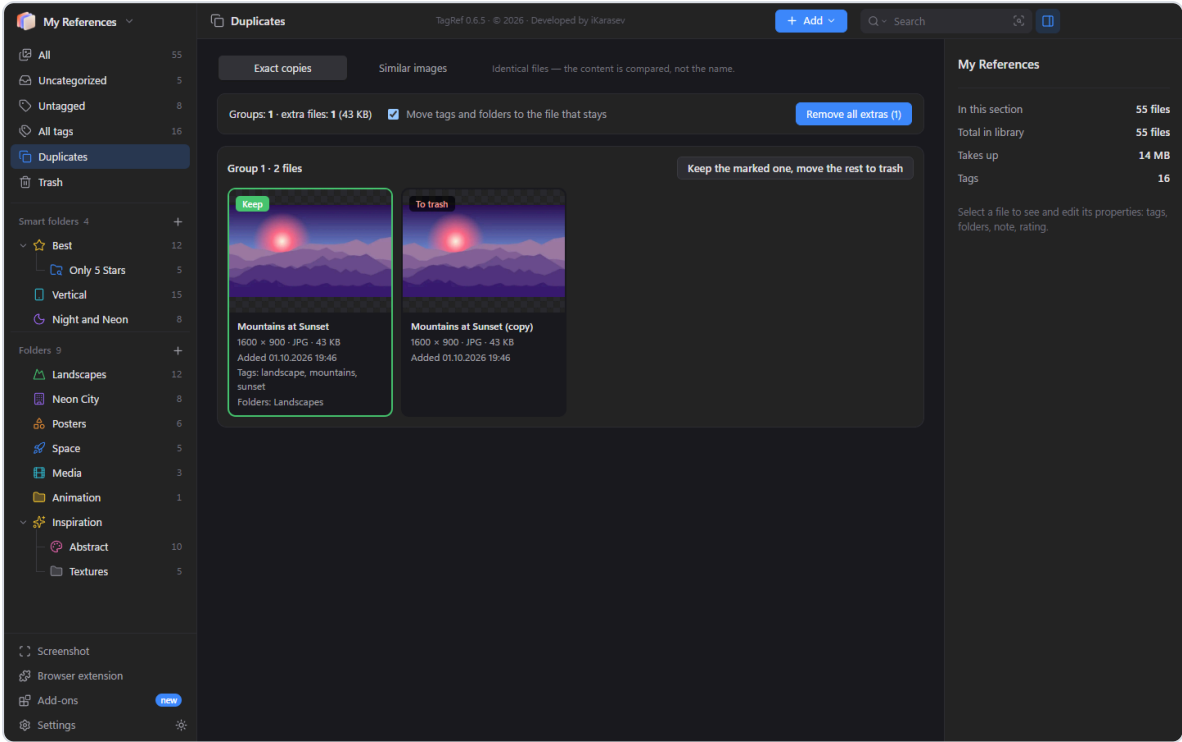
- as **JPG**, **PNG** or **WebP** with the chosen quality;
- limited by the **longest side** (1080, 1920, 2560, 4096 px or your own). Small images are not enlarged.

Click **Choose a folder and save**. The originals in the library don't change. This is handy, for example, to shrink heavy PNGs before sending them to a client.

14 Finding duplicates

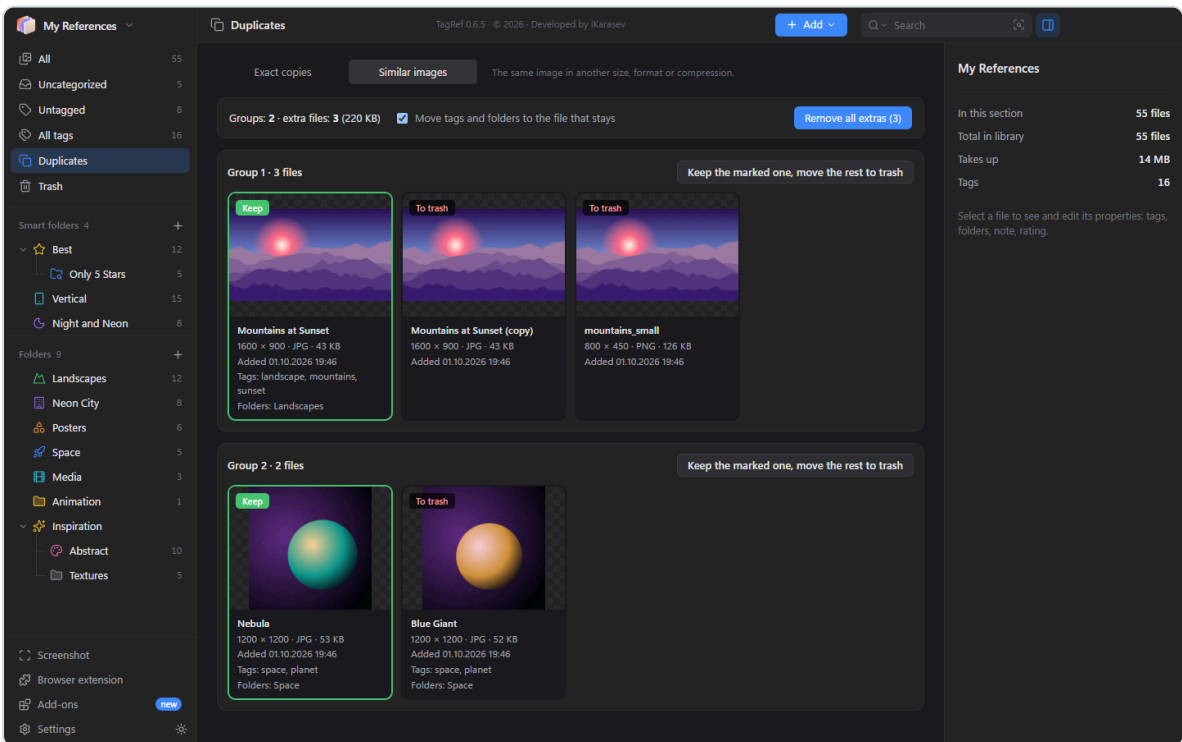
Over time a library gets repeats: the same image saved twice, or downloaded again in another size. The **Duplicates** section in the left panel finds them for you.

Exact copies



Finds files with exactly the same content, even if their names differ.

Similar images



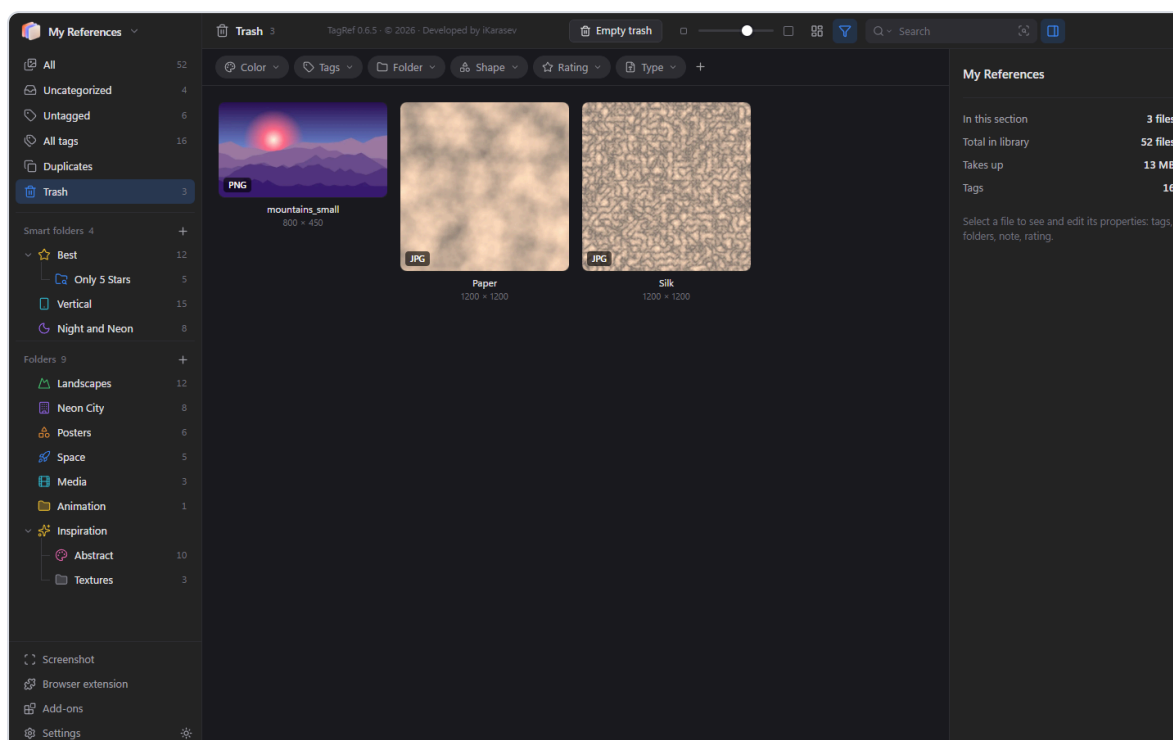
Finds the same image in another size, format or compression. TagRef compares the picture itself, its proportions and colors, not the file. The screenshot shows one group: the original JPG, its copy and a smaller copy in PNG.

Removing extras

1. Click **Find duplicates**.
2. In each group TagRef marks with a green frame the file it suggests to **keep** (usually the largest). Click another file to change the choice.
3. **Keep the marked one, move the rest to trash** handles one group; **Remove all extras (N)** handles all groups at once.

Nothing is lost

With “Move tags and folders to the file that stays” turned on, the tags, folders and rating of the extra copies go to the file you keep. The extra copies themselves are in the trash and can be restored.



- **Delete** or **Delete** in the menu sends files to the trash. They disappear from folders immediately.
- Right-click in the trash → **Restore**: the file comes back with all its tags and into all its folders.
- **Delete forever** erases the file completely — this can't be undone.
- The **Empty trash** button at the top of the window erases everything in it and frees disk space.

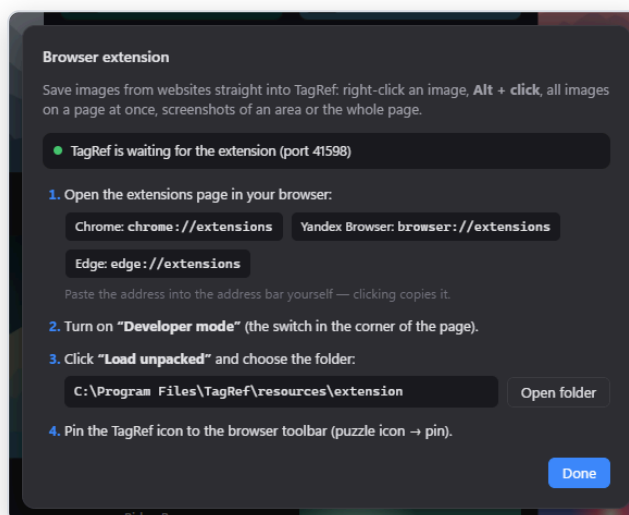
“Remove from this folder” is not deleting

This menu item only takes the file out of the open folder. The file stays in the library and in its other folders.

16 Browser extension

The extension saves images, videos and links from websites straight into TagRef in one click. It works in Chrome, Yandex Browser, Edge and other Chromium-based browsers. TagRef has to be running — at least minimized to the icon next to the clock.

Installation



Click **Browser extension** at the bottom of the left panel — a short guide opens:

1. Open the extensions page in your browser (chrome://extensions, in Yandex Browser — browser://extensions, in Edge — edge://extensions). The address can't be opened as a link — click it to copy and paste it into the address bar.
2. Turn on **Developer mode** (the switch in the corner of the page).
3. Click **Load unpacked** and choose the extension folder. The **Open folder** button in the guide shows where it is.
4. Pin the TagRef icon to the browser toolbar: the puzzle icon → pin.

How to save

- **Right-click an image** → **Save image to TagRef** or **Save to folder**.
- **Alt + click** an image — save it instantly.
- **Drag and drop**: start dragging an image — a panel with your TagRef folders appears; drop the image onto the right one.
- The extension icon → **Save in bulk**: a window with all images on the page. Filter out small ones, pick what you need, choose a folder and tags.
- Screenshots: a selected area (**Alt + 2**), the visible part of the page (**Alt + 3**) or the entire page (**Alt + 4**).
- **Save link** (**Alt + 0**) — a bookmark: a page snapshot, address and description.
- On Instagram — save a video (Reels) and save all photos of a post.

Images are saved at the largest size available on the site, and the "Link" field records the page they came from. The extension settings let you choose a default folder, the screenshot format and drag-and-drop behavior. Drag and drop can be turned off on specific sites. All details are in the separate "Browser extension" guide.

17 Screen captures and background mode

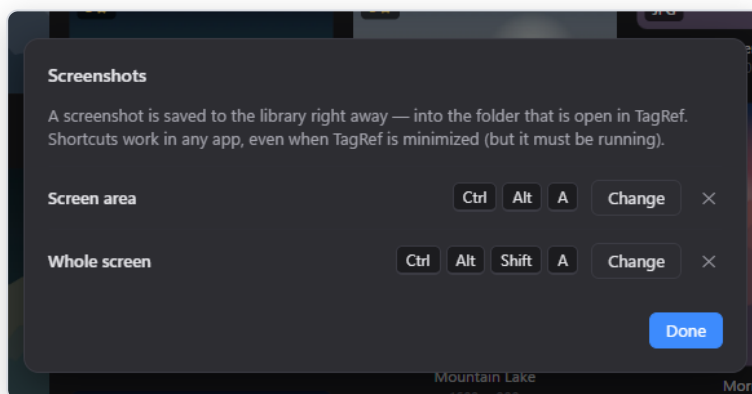
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Screenshots from any app

Shortcut	Action
Ctrl + Alt + A	Select a screen area with the mouse — the capture goes straight into TagRef
Ctrl + Alt + Shift + A	Capture the whole screen
Esc or right-click	Cancel the selection

Captures work in any app — a film, a game, a 3D editor — even when TagRef is minimized. A capture goes into the folder that is currently open in TagRef. The same commands are under the **Screenshot** button at the bottom of the left panel.

Changing the shortcuts



Screenshot → **Shortcuts...** (or in Settings). Click **Change** and press a new shortcut. It must include Ctrl, Alt or Shift. The cross turns a shortcut off.

Background mode

The window's close button hides TagRef to the icon next to the clock. Right-clicking this icon opens a menu:

- area and whole-screen captures;
- **Start with Windows** — TagRef quietly starts in the background when the computer turns on, without a window;
- **Minimize to tray on close** — when turned off, the close button quits the app completely;
- **Quit TagRef**.

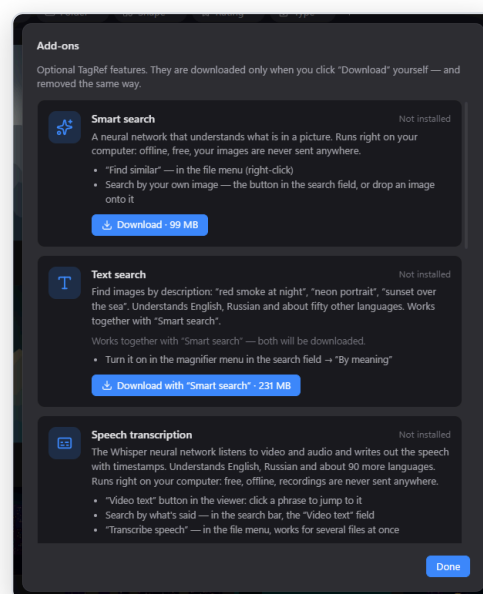
Clicking the icon opens the app window.

18 Add-ons: neural networks and Pinterest

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The **Add-ons** window (at the bottom of the left panel or in Settings) gathers optional features. They are downloaded only when you click “Download” yourself and removed the same way — the app doesn’t get heavier because of them.

The neural networks run **right on your computer**: offline, free, your files are never sent anywhere.



Smart search — “Find similar”

A neural network that understands **what is in** an image (about 99 MB). After installation TagRef looks through the library once — you can keep working while it does.

- Right-click an image → **Find similar**: images similar in meaning, not in color or name. A night city finds other night cities, even without tags.
- **Search by your own image**: the button on the right of the search field, or drop an image onto it.

Text search

Downloaded together with “Smart search”. In the magnifier menu turn on **By meaning** and describe what you are looking for: “red smoke at night”, “neon portrait”, “sunset over the sea”. It understands English, Russian and about fifty other languages, and works together with filters.

Speech transcription

The Whisper neural network listens to video and audio and writes out the speech with timestamps. It understands about 90 languages.

- Right-click → **Transcribe speech**. You can select several files at once.
- In the viewer the **Video text** button shows the text. Click a phrase to jump to it.
- Search by what was said — the “Video text” field in the magnifier menu.

Pinterest search

Finds images similar to yours right on Pinterest. Turn it on in “Add-ons”, then choose **Find similar on Pinterest** in the file menu or in the viewer. A window with results opens. The **Save** button saves an image you like in full size. Sometimes Pinterest asks you to sign in — do it right in that window. **Sign out of Pinterest** in “Add-ons” forgets the sign-in.

This feature is experimental: if Pinterest changes something on its side, search may temporarily stop working.

19 Saving from your phone

Via Telegram

Works with iPhone and Android, from anywhere in the world.

1. In “Add-ons”, turn on **Save from Telegram**.
 2. Click **Connect Telegram**. The TagRef bot opens — press **Start** in it. The status changes to “Connected”.
 3. In **Save to**, choose a library folder. A separate “Inbox” folder is convenient.
 4. On your phone, in any app tap **Share** → Telegram → the TagRef bot.
- Photos and videos are saved as they are.
 - A **Pinterest** pin link — the image itself is saved in full size.
 - A **YouTube** video or an **Instagram** post — a bookmark with a player.
 - Any other page — a bookmark with a cover image.

Your computer can be off: what you send waits and appears when you start TagRef. Advanced users can connect *their own* bot — the “Advanced” option.

Cloud folder

Good for large files and whole batches at once.

1. In “Add-ons”, turn on **Cloud folder**.
2. **Choose folder...** — pick a folder inside a cloud drive on your computer (Yandex Disk, Google Drive, iCloud, Dropbox).
3. Choose the library folder to put files into.
4. On your phone, save files into this cloud folder.

The cloud brings the files to your computer, and TagRef takes them into the library by itself. Files it has taken are moved from the cloud folder to the Windows Recycle Bin, so the cloud doesn’t fill up and nothing is added twice.

20 AI connection (MCP)

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For those who use AI assistants. This add-on gives the neural network you use (any app with MCP support) access to your library.

The assistant can search and view images, add tags, sort files into folders, create smart folders and save images from the internet. For example:

- “Tag all images that have no tags”;
- “Put all neon references into a new folder”;
- “Find something for a cover in cool colors in my library”.

How to connect

1. In “Add-ons”, turn on **AI connection (MCP)** and click **How to connect...**
2. The easiest way: **Connect with AI** → **Copy request for AI**, paste it to your assistant and confirm the setup.
3. Manually: **Option 1** — by address (HTTP): an address and a key. **Option 2** — by command (stdio): ready-made settings in JSON or TOML. Which one to choose — see your assistant’s documentation.

Security

Only apps on this computer can connect. The neural network asks for permission before changing the library. Don’t show the key to anyone. If you did, click **New key** and update it in your assistant’s settings.

Packs: a collection in one file

A pack is one file that holds the selected files together with their tags, folders, notes and ratings.

- **Create:** select files or a folder → **Export** → **To a TagRef pack (.tagrefpack)...**
- **Open:** **Add** → **TagRef or Eagle pack...** — the recipient gets the collection with your folders and tags.
- For people who use Eagle — **To an Eagle pack (.eaglepack)...** TagRef opens Eagle packs too.

Eagle libraries

TagRef can open Eagle libraries and packs. Library menu → **Import an Eagle library...** brings files, folders, tags and notes into TagRef. **Export library for Eagle...** creates a copy that can be opened in Eagle via "Open library".

One library on several computers

TagRef watches the folder of the open library: everything that arrives from another computer (new files, tags, folders, deletions) appears immediately, without restarting. A convenient way to sync the folder is the free **Syncthing** app — directly between computers, without a cloud.

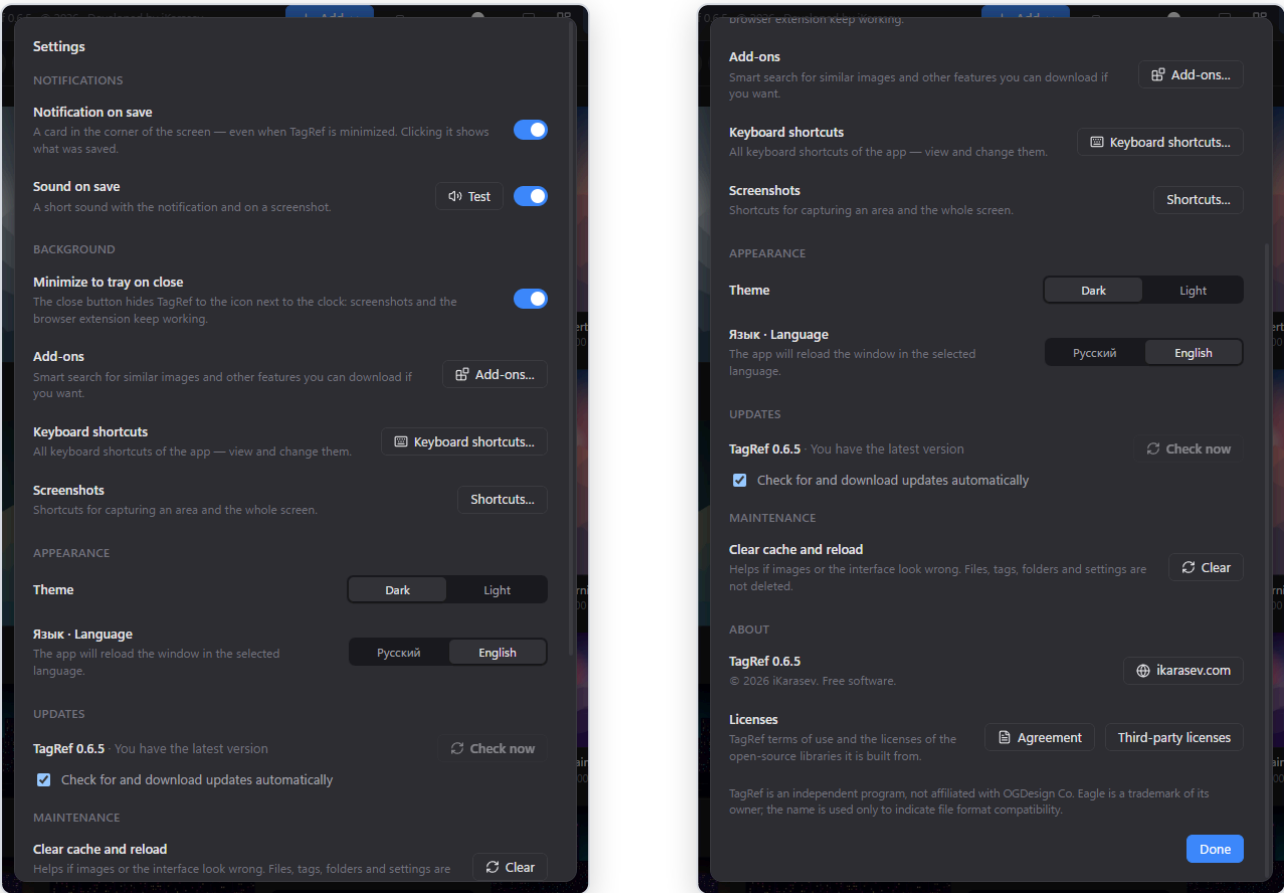
1. Install Syncthing on both computers and open its management page: <http://127.0.0.1:8384>.
2. Link the computers: "Actions → Show ID" on one and "Add Remote Device" with that ID on the other.
3. On the first computer: "Add Folder" → the path to the `.library` folder itself → the "Sharing" tab → check the second computer.
4. On the second computer, accept the folder and wait for the first sync to finish.
5. In TagRef on the second computer: library menu → **Open another library...** → that folder.

Tips

In Syncthing, turn on "File Versioning → Trash Can" — then something deleted on one computer can be restored on another. If the same thing was changed on two computers at once, TagRef merges the versions itself: the later edit wins, folders are combined. Yandex Disk, Google Drive or OneDrive work the same way if the library folder is stored on the computer in full, not "online only". Step-by-step instructions with screenshots are in the separate guide "One library on several computers".

22 Settings and updates

The **Settings** button is at the bottom of the left panel.

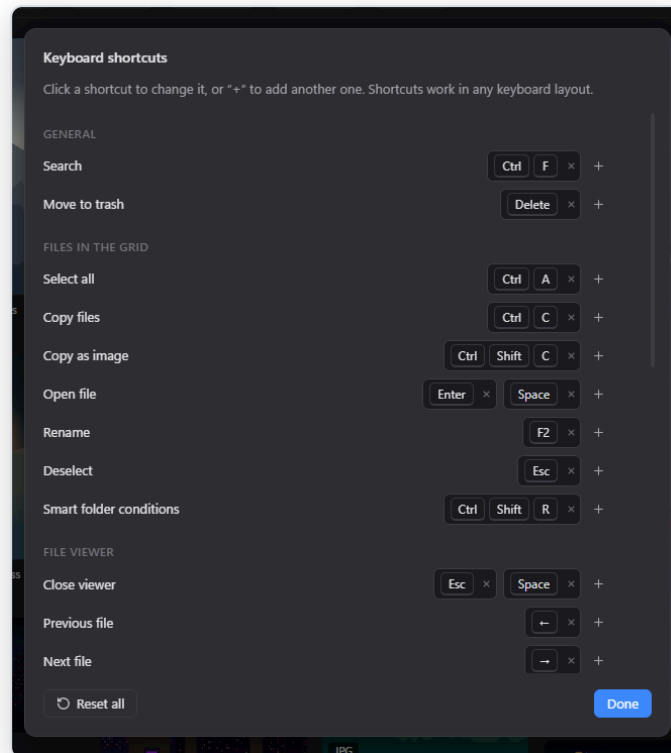


Section	What it sets
Notifications	The “Saved to TagRef” message and a sound every time something is saved from the browser, a screenshot or your phone. “Test” shows an example.
Background	Whether the window is minimized to the icon next to the clock when closed
Add-ons	The add-ons window (chapter 18)
Keyboard shortcuts	All app shortcuts — can be changed
Screenshots	Shortcuts for captures (chapter 17)
Appearance	Dark or light theme; language — Russian or English (the window reloads)
Updates	“Check now” and automatic checking and downloading of new versions
Maintenance	“Clear cache and reload” — if thumbnails look odd. Files and libraries are not affected.
About, licenses	Version number, website, license agreement and third-party licenses

Updating the app

TagRef checks for new versions by itself and offers to download them. Then click **Restart and update**. Libraries and settings are not touched by updates. Add-ons are updated in the “Add-ons” window.

Your own keyboard shortcuts

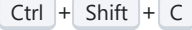
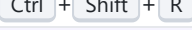
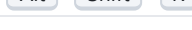
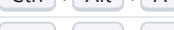
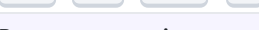


Change — press a new shortcut. + adds another shortcut to an action. If a shortcut is already taken, TagRef tells you. **Reset all** brings back the shortcuts from installation.

23 Keyboard shortcuts (cheat sheet)

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These are the shortcuts after installation. You can change them in Settings → Keyboard shortcuts. On a Mac use  instead of .

General	
	Search
	Paste from clipboard
	Move to trash
Grid	
	Select all
	Copy files
	Copy as image
 /  / double-click	Open file
	Rename
	Deselect
	Smart folder conditions
Viewer	
 / 	Close viewer
 / 	Previous / next file
 or 	Fit to window
 or 	Actual size
 / 	Zoom in / out
	Notes
	Flip horizontally
 / 	Rotate left / right
	Crop
Video and audio	
	Play / pause
 / 	Frame back / forward
Screenshots (in any app)	
	Capture a screen area
	Capture the whole screen
Browser extension	
 + click an image	Save the image instantly
 ... 	Save link, save in bulk, capture area, visible part, entire page

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