

TAG WIZARD IN ACTION

USING TAG WIZARD TO IDENTIFY AND TAG PEOPLE IN YOUR IMAGES

FIRST WATCH THE INTRO VIDEO

Before diving in to this document, first watch the Tag Wizard Basics video. The video will give you an overview of the process and allow you to visualize what is explained below.

TAG WIZARD BASICS

To see this in action, watch the tutorial video linked here:
v-ybk.link/tag-wizard-basics

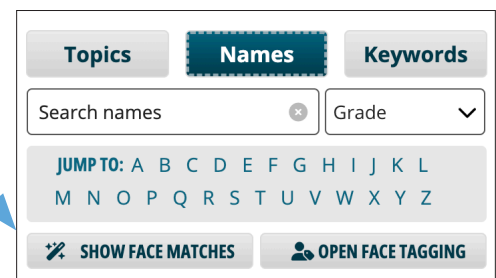


THE TAGGING PANEL

When Tag Wizard is activated, you'll see **Show Face Matches** and **Open Face Tagging** in the Names section of the tagging panel.

Here are the ways you can access the tagging panel:

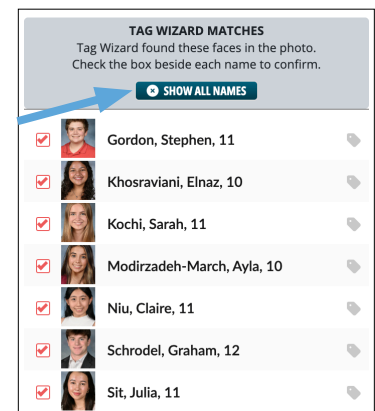
- In the Candid Library by clicking Names in the right panel of the interface
- In the Candid Library by double clicking on an image to see the larger tagging window
- In Page Design by selecting an image and click the tag icon in the ribbon at the top
- By opening the Preview panel in Page Design.



SHOW FACE MATCHES

The Show Face Matches option can be helpful for quick tagging on images with just a few people.

1. When you have one Candid selected, you can click "Show Face Matches" and eDesign will show the Name List records for the faces it detects with 90% or greater confidence.
2. Use the checkbox to confirm the suggested matches.
3. Click "Show All Names" to return to your entire Name List from the filtered set of recommended matches. You aren't limited to ONLY including the matches Tag Wizard finds. Feel free to mark as many students as you wish to affiliate with the image.
4. By default, all names confirmed/applied to the selected photo will appear at the top of your list of names. You can uncheck "Show applied names at the top of the list" if you'd prefer a true A to Z order of all names.



OPEN FACE TAGGING

Tag Wizard is at its most powerful when you click "Open Face Tagging." This gives you nuanced information about each face in the candid image.

Face Tagging employs four different colored frames around faces to help you understand your next steps:



GREEN FRAME - A human has already confirmed that this person is correctly identified.



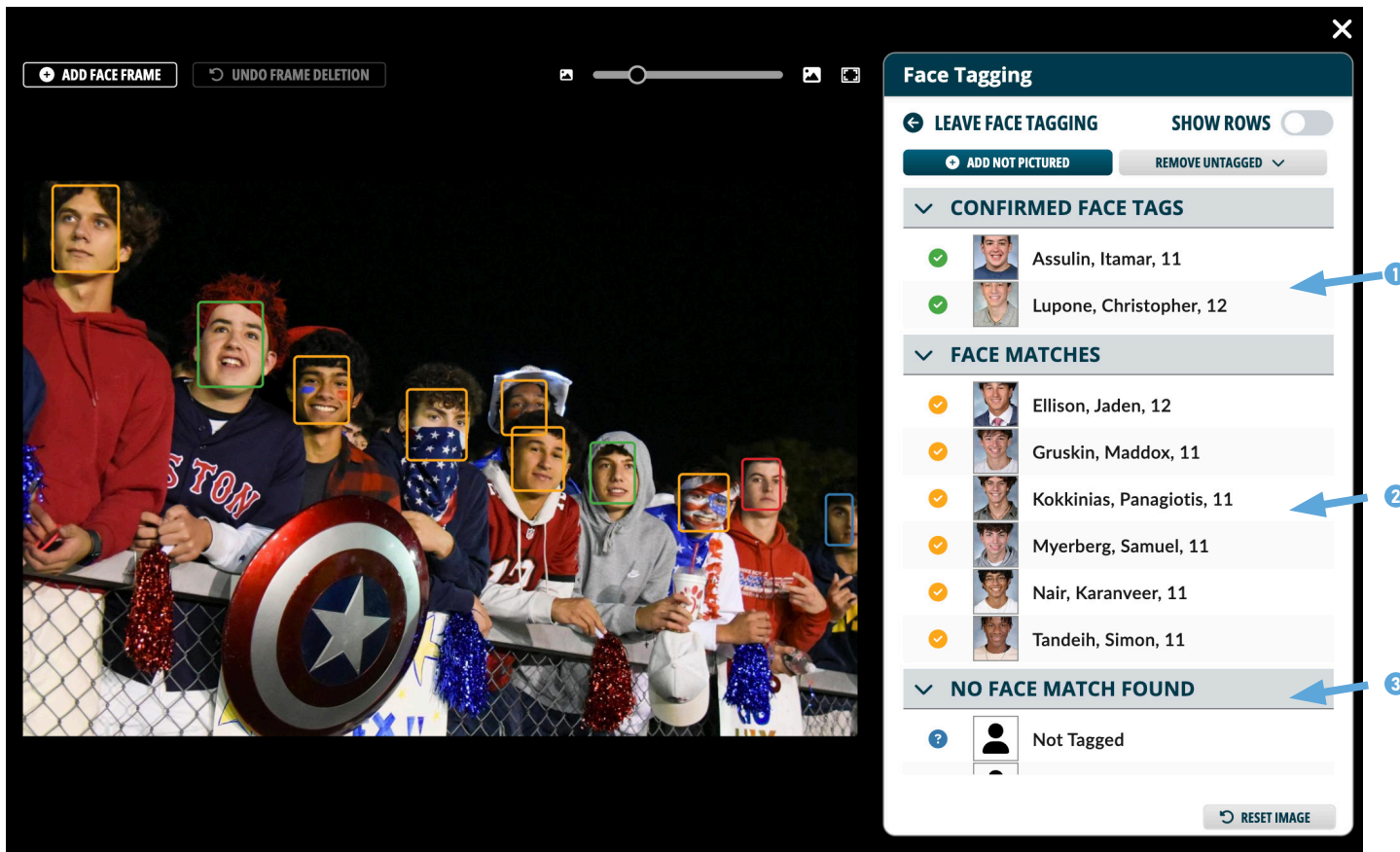
BLUE FRAME - We are 90% confident that we recognize this face based on the portraits, but the portrait we recognize isn't connected to a Name List record.



YELLOW FRAME - We are 90% confident we recognize this face that is connected to a Name List name. You just need to confirm the match, and it will become green.



RED FRAME - The face is not recognized and there is no suggested match. Either there is no portrait for this person, or the face in the image is of such poor quality that we can't make an identification.



FACE TAGGING: IN THE STATUS VIEW

1 CONFIRMED FACE TAGS

Green frames are "Confirmed Face Tags" because a human being has confirmed that yes - this face belongs to this person.

2 FACE MATCHES

Yellow frames are called "Face Matches" because we've been able to match the face in the candid to a specific person in your Name List. All you have to do is confirm them to change that yellow to green.

3 NO FACE MATCH FOUND

This category will contain blue and red frames. Blue means we do have a suggestion for you, but our suggestion hasn't been tied to a specific Name List record. Red means we cannot confidently recommend a name to you for this particular face.

APPLIED NAME TAGS

If you have applied a Name Tag to the image before working with Facial Tagging, you'll see a category for these in your list as well. Tag Wizard is smart enough that if the Name Tag is Jane Doe AND we recognize a face for Jane Doe, we automatically "confirm" that for you and make the frame green to save you time.

IMPORTANT INFO #1 Tag Wizard recommends a name when it has 90% confidence it recognizes the face in the candid. Remember that 90% is not the same as 100%. Tag Wizard is both powerful and remarkably accurate, but a human being still needs to "confirm" the recommended matches.

IMPORTANT INFO #2 When you select a name in the panel, the frame that corresponds to it will begin flashing. Conversely, when you select a frame on the image, the corresponding name record will be highlighted. This way you'll always know which name & frame you're confirming or considering.

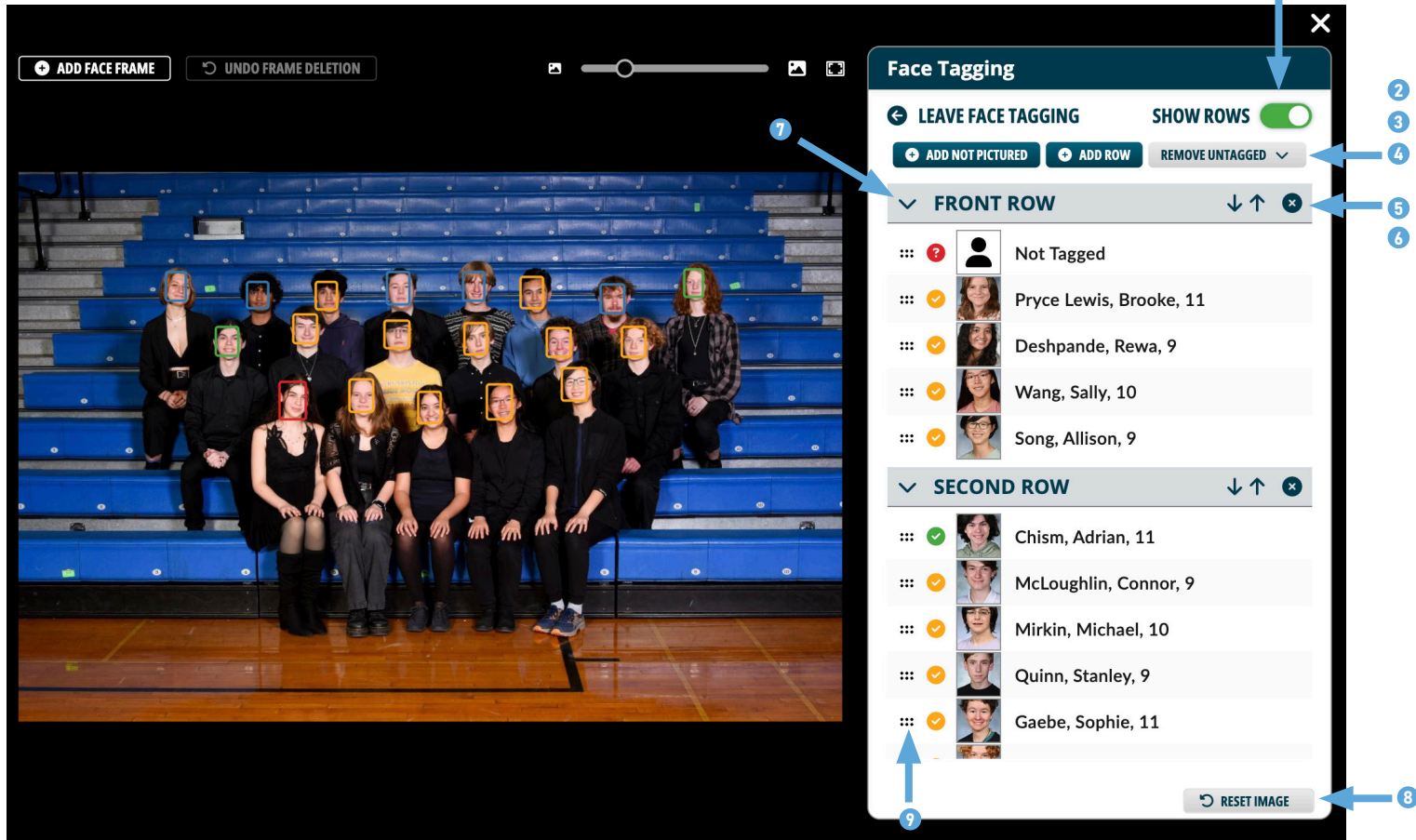
TAG WIZARD BEYOND BASICS

To see more tips and more advanced aspects of using Tag Wizard go here: v-ybk.link/tw-beyond-basics.



FACE TAGGING: IN THE ROW VIEW


1 Use this toggle to change to the **Row View**. In this view, the names are grouped by their row position in the image so you can eventually build a row-by-row caption. Just toggle to change between Row View and Status View!



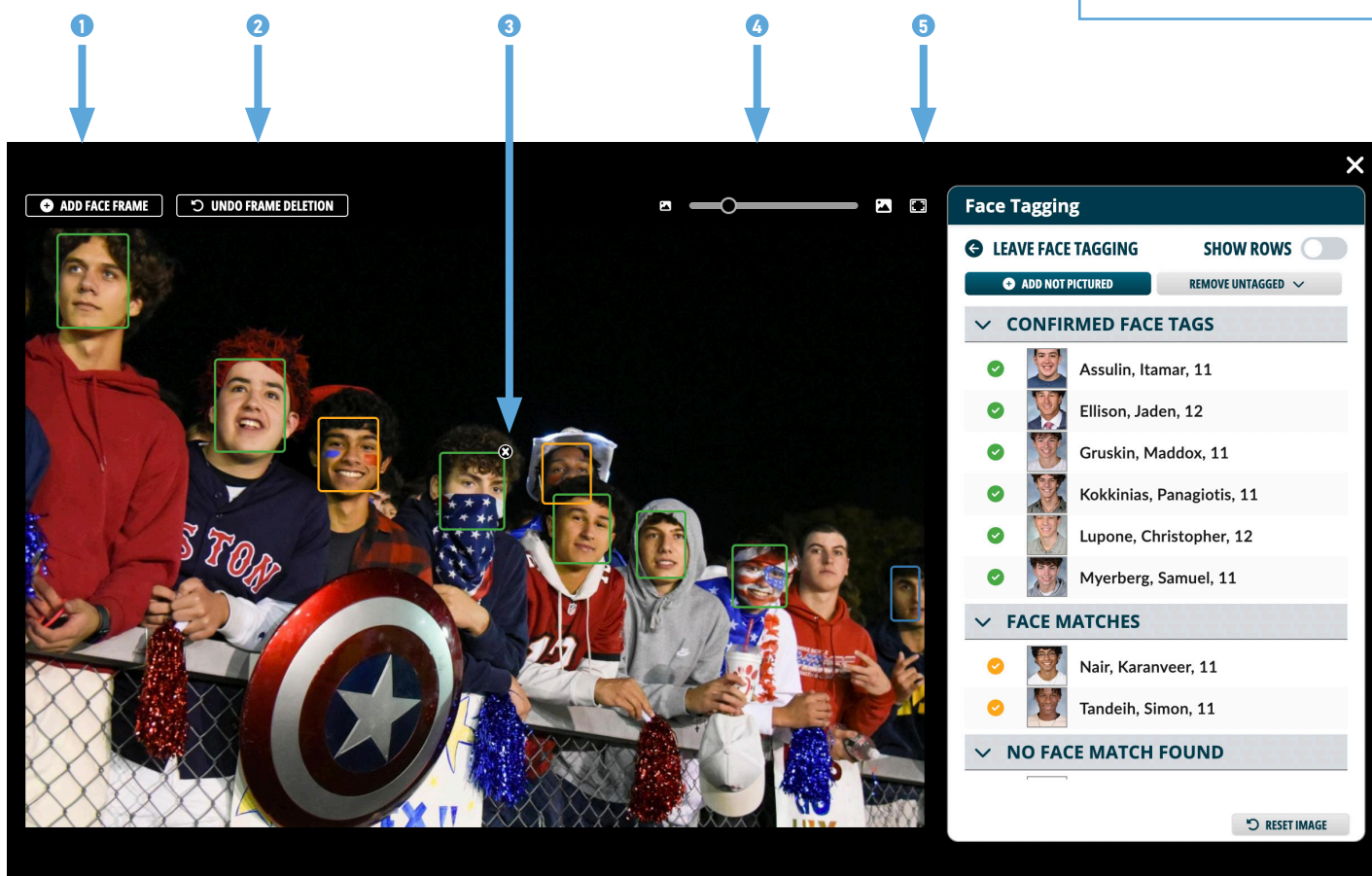
FACE TAGGING: NAME PANEL BUTTONS

- 2 **ADD NOT PICTURED** Click this button to add students who missed their club or team picture. We remember those names in a “Not Pictured” category for you that will appear when you build the caption.
- 3 **ADD ROW** In Row View, you can drag and drop names into different locations. The Add Row button lets you create a new row when it is needed. If you create a row, be sure to move at least one name/frame into that row. If you don't do this, the empty row will not be retained since there is no one in it.
- 4 **REMOVE UNTAGGED** This button shows a dropdown menu with two choices: You can remove all red frames, or you can remove all frames other than green.
- 5 **DELETE ROW** Clicking the ✕ will remove the row entirely. All of the names/records in that row will move to a “No Row” category so that you can drag and drop those records into whatever rowed position is best for you.
- 6 **MOVE ROW UP/DOWN** Clicking the arrows ↓↑ in each row header will move the row either up or down in order. All other rows will be re-labeled to reflect their new position.
- 7 **CARET** Clicking the caret ▼ will collapse the section for that row so you have a cleaner workspace. Click it again to expand the row back.
- 8 **RESET IMAGE** If you think you've made a mess of things, you can click **Reset Image**. This button discards all changes you've made to an image (frames deleted, frames confirmed, rows moved, rows deleted, etc.). You then see the frames and rows in their original state once again.
- 9 **DRAG AND DROP** When viewing by rows, you can drag and drop any name record into a new position based on where you want it to appear in the row. Our Caption Builder feature will remember this exact order and build the caption for you!

FACE TAGGING: IMAGE PANEL BUTTONS

- 1 ADD FACE FRAME** Clicking this button lets you draw a frame anywhere you'd like. The frame will draw as a red frame. It will also create a corresponding unidentified record in the tagging panel that you can then match to the correct name list record as you would for any red frame.
- 2 UNDO FRAME DELETION** Clicking this button will recover the most recent frame you deleted. It's a one-step action—if you delete 4 yellow frames, it can recover the last deletion. Use this in case of an accidentally deleted frame, and use it right after deleting.
- 3 X TO DELETE FRAME** When you select a frame, you'll see an X in the upper right corner. Clicking this will delete the frame (and any correlating name record or recommendation in the panel of names). Use your "Undo Frame Deletion" button to get that deletion back if you need to.
- 4 ZOOM ICONS + BAR** The slider and the buttons on the right and left help you zoom in/out to see your image. When zoomed in, click and drag on the image to move the image around.
- 5 FIT TO WINDOW ICON** Clicking  will position your image back in the window without any zoom applied.

PRO TIP #1 Tag Wizard remembers your actions. When you close and reopen an image, it will open in the same state you left it in. Tag Wizard remembers frame confirmations, deletions, additions, etc.! This also means that if you delete a bunch of frames, they remain deleted. Remember your recovery methods in case of accidental deletion! "Undo" recovers your most recent deletion, while "Reset" takes you back to square one for a fresh start.



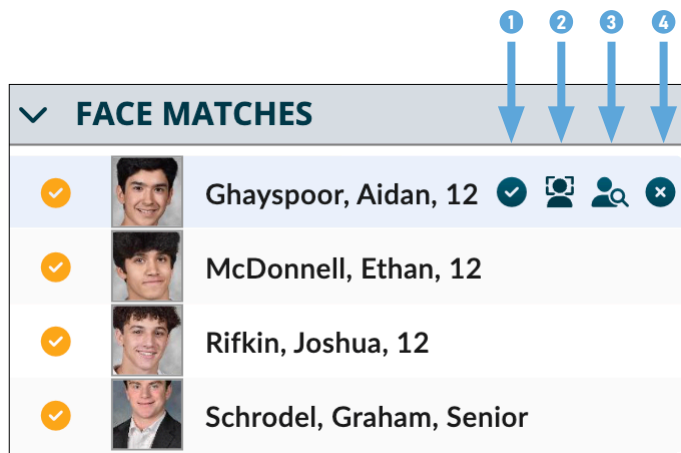
The screenshot shows the Tag Wizard interface. At the top, five numbered arrows point to specific UI elements: 1. 'ADD FACE FRAME' button, 2. 'UNDO FRAME DELETION' button, 3. An 'X' icon on a face tag, 4. The zoom slider and navigation icons, and 5. The 'FIT TO WINDOW' icon. The main image shows a group of students with various colored frames (red, yellow, green) around their faces. The 'Face Tagging' panel on the right is open, showing a list of 'CONFIRMED FACE TAGS' and 'FACE MATCHES'. The 'CONFIRMED FACE TAGS' list includes: Assulin, Itamar, 11; Ellison, Jaden, 12; Gruskin, Maddox, 11; Kokkinias, Panagiotis, 11; Lupone, Christopher, 12; Myerberg, Samuel, 11. The 'FACE MATCHES' list includes: Nair, Karanveer, 11; Tandeih, Simon, 11. There is also a 'NO FACE MATCH FOUND' section. A 'RESET IMAGE' button is at the bottom right of the panel.

PRO TIP #2 Tag Wizard can detect up to 100 faces in an image and provide recommendations. If you have an image with more than 100 people, you can use the Add Frame button to manually draw frames on the remaining faces and tag a name to each.

FACE TAGGING: NAME RECORD ICONS

Hovering on any name list record will reveal a series of icons that are relevant for that particular frame.

- 1 **CONFIRM** The icon of a checkmark ✓ next to a name will “confirm” this record and turn the frame itself green.
- 2 **ZOOM TO FACE** The 📷 icon will zoom in on the face frame you’re working to identify, and it will also center that face in your screen to help you even further.
- 3 **SEARCH** The 🔍 icon opens Search view so you can search the Name List for the correct person to tag. [More info on the Search function below.](#)
- 4 **DELETE** Clicking the ✕ will delete both the name/recommendation as well as the frame from the photo; it completely removes this record from the photo.



FACE TAGGING: SEARCH VIEW & FRAME COLOR NUANCE

When you go into Search View, there are different options based on each frame’s status so you can quickly search and select the name you wish to affiliated with the frame.

GREEN FRAMES Going into search for a green frame lets you Remove Match (which turns the frame red since you’re saying “this face does not belong to this person.”) You can search for a new name and confirm it via the checkmark icon.

YELLOW FRAMES Going into search for a yellow frame lets you Remove Match, Confirm Match, or select a new person to confirm from the list.

BLUE FRAMES Blue frames require a little more understanding of Tag Wizard. A blue frame means that have a portrait we are pretty confident matches the face in the candid, HOWEVER, that portrait is not tied to a Name List record.

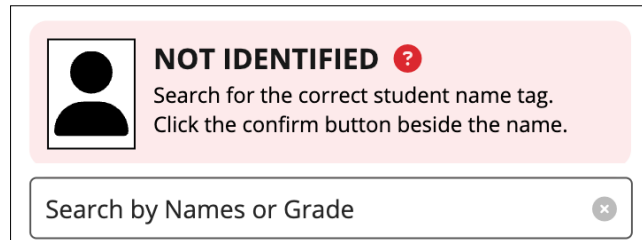
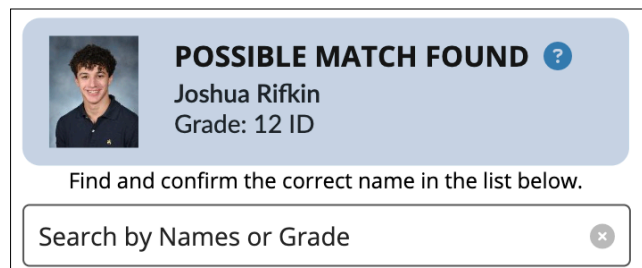
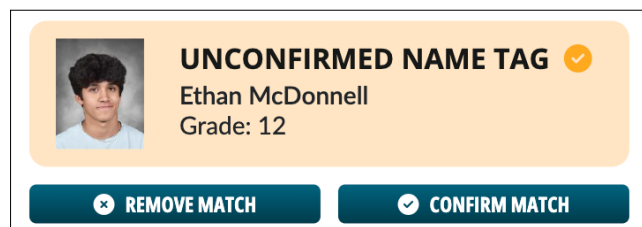
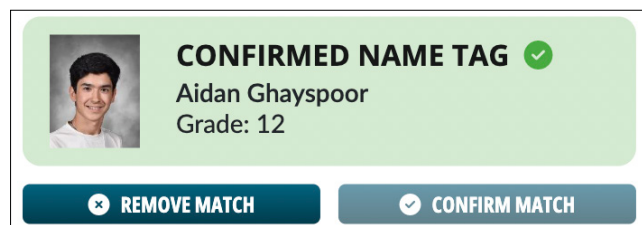
For this reason, we can’t produce a name from your Name List to confirm. It could be that this person isn’t in your Name List. It could also be that there is a discrepancy between their portrait name and the Name List itself.

No problem! Just copy/paste either the first or last name to search. If you find the person, you can confirm them. If they aren’t in the list, you can click “Manage Name List” to add them to your school’s Name List!

RED FRAMES A red frame means we don’t recognize this face at all, so you will be in a basic search mode to look for the name you wish to tag.

Good News: Tag Wizard is so smart that it will learn from your choice. If you tag someone who does not have a portrait, we remember the face from the candid and use that as future reference for this person so we can make a better recommendation going forward!

MANAGE NAME LIST In the bottom right of your search, you’ll see a button for Manage Name List. Clicking this opens your Name List in a new tab so you can easily add a name you may be missing. You don’t have to close your image to tag that new name—it will automatically show in the list after you add it. Just search for it, tag, and off you go!



MANAGE NAME LIST

FLAGS AND TAGS

Tag Wizard helps you understand what's tagged and what's not with visual markers called **Name Tag Flags**. Here's what they look like and what they mean!



GREEN NAME TAG FLAG A green Name Tag flag means one of two things: Regular name tags have been applied to the image without the aid of Face Tagging OR the image has been scanned in Face Tagging and all face frames have been confirmed to green.

RED NAME TAG FLAGS A red Name Tag flag means the image has been processed Face Tagging, but there are frames on the image not yet confirmed.

NO NAME TAG FLAG If an image has no Name Tag flag, it means that there are zero names tagged to the image – neither with Tag Wizard nor manually.

FROM PAGE DESIGN

You can access the power of Tag Wizard while working in Page Design. With an image selected on the page, click the tag icon ① in the ribbon at the top. This opens the tagging panel for that image (all the other images on the page will also be in view so you can tag them as well). In the tagging panel, click Open Face Tagging ② to launch it in Page Design.

DESIGN File Edit Layout Object View IT

X: -48p0 W: 22p6
Y: 3p0 H: 14p0

Bleed Area: Most or all of this area will be trimmed off. Extend bleed elements to the outside of this line.

PREVIEW & TAG

TOPICS: (none)
KEYWORDS: (none)
NAMES: (none)

FILE NAME: Liberty in North Korea.jpg DIMENSIONS: 71x48 picas (3000x2003 pix...) PAGES: (none)
SIZE: 777.95 KB DATE IMPORTED: 05/08/2025 IMPORTED BY: Mark Childers

TOPICS: Names Keywords

Search by Names or Grade

JUMP TO: A B C D E F G H I J K L
M N O P Q R S T U V W X Y Z

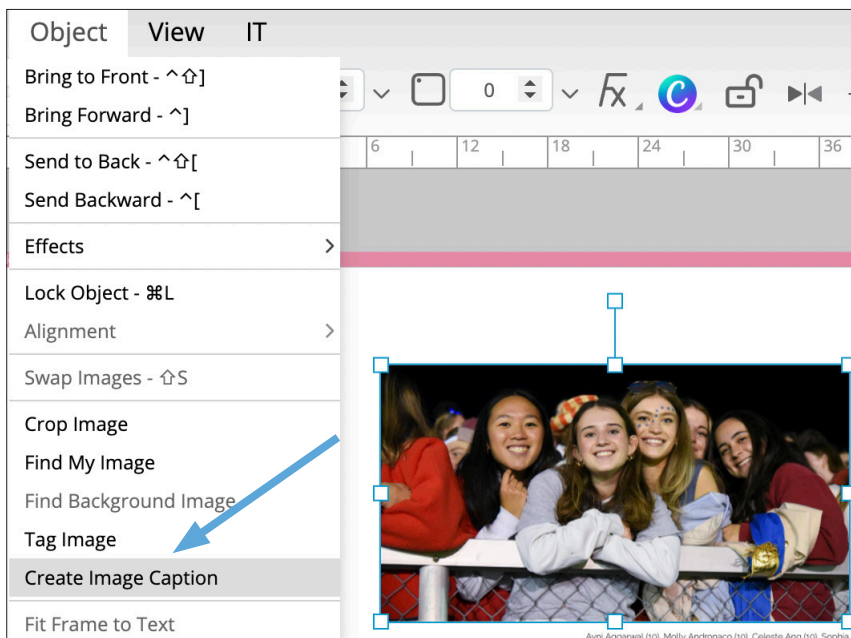
OPEN FACE TAGGING

Show applied names at top of list

- Abdulpakhova, Lina, 12
- Abou Diwan, Patrick, 9
- Abramian, Aleksandr, 9
- Adiga, Vivek, 9
- Adodo, Jeremiah, 10
- Agarwal, Joshua, 11
- Agassounon, William, 9
- Aggarwal, Aditya, 12
- Aggarwal, Avni, 10

CREATE IMAGE CAPTION

eDesign will build your caption for you using whatever characters styles you prefer! When working on your page, you select an image and go to the Object menu and choose **Create Image Caption** (or right-click on an image and choose Create Image Caption from the context menu).



A human typed "GIRLS VARSITY SOCCER" - eDesign created and formatted the rest of the text in this caption.



GIRLS VARSITY SOCCER

Front Row: Kashish Kumar (9), Mia Mechiche Alami (10), Samantha Falk (10), Sofia Grana (9), Bruguers Sagues Pedrosa (11); **Second Row:** Natalie Bielat (9), Reya Peswani (10), Molly Brown (10), Imogen Pym (10), Vyushti Khetan (10), Margot Byers (10), Molly Andronaco (10); **Back Row:** Landyn Kwitkin (9), Carla Casanova Ferrer (9), Bryn Callahan (10), Casey Wilkas (9), Evelyn Radcliffe (9), Kaitlyn Chu (12), Rebecca Parsons (9), Lina Abdulpatakhovala (12), Clare Kennedy (9)

1. Choose your Character Style for names.
2. Decide if you wish to have the caption by rows or not. If so, set a character style for your rows. If not, set this to "No Rows."
3. Choose the name format: full name or first initial and last name.
4. Decide whether to include grades with the names.

You can save your inputs as a Caption Style if you wish to remember this configuration. You can build and save more than one Caption Style if you have different caption formatting in your book.

CAPTION BUILDER

[OPEN FACE TAGGING](#)

CAPTION STYLE
Load the settings from an existing Caption Style

CLUBS ▼

SAVE NEW CAPTION STYLE
Save the settings below as a new Caption Style

Name of New Caption Style +

CAPTION PREVIEW

Front Row: Kimberly Young, Christian Davis, Francesca Roberts, Carter Lopez, Kimberly Xiong **Second Row:** Ivy Underwood, Randall Johnson, Ethan Evans, Elliott Davis, Xander Lopez **Back Row:** Alex White, Mia Nelson, Zane Ingram, Isaac Anderson, Vincent Brown, Zachary Owens

[Manage Character Styles](#)

BUILD NEW CAPTION STYLE

1 CHARACTER STYLE FOR NAMES

Club Names ▼

2 STYLE FOR ROW DESIGNATIONS
Use "No Rows" for no row designations.

Row Designations ▼

3 FIRST NAME APPEARANCE

Full First Name ▼

4 GRADE DESIGNATIONS
Do you want grades after names?

Do Not Include Grades ▼

Cancel
Build Caption

CAPTION WITH ROWS eDesign populates the text frame with all confirmed names in their position order instead of alphabetical order. Names will appear by Front Row in left to right order and so forth.

CAPTIONS WITHOUT ROWS eDesign populates the text frame with all confirmed names in alphabetical order by last name.

UNCONFIRMED RECORDS NOT INCLUDED IN THE CAPTION If face frames are not confirmed (green), that record is entirely skipped in your caption. We do not leave a space for them or say "Unknown." (This is a bit of a "pick your poison" scenario. Sometimes including this would be beneficial; other times it will result in misprints when people forget to delete "Unknown." We've erred on the side of trying to avoid embarrassing misprints like this.)