

VisualTour®

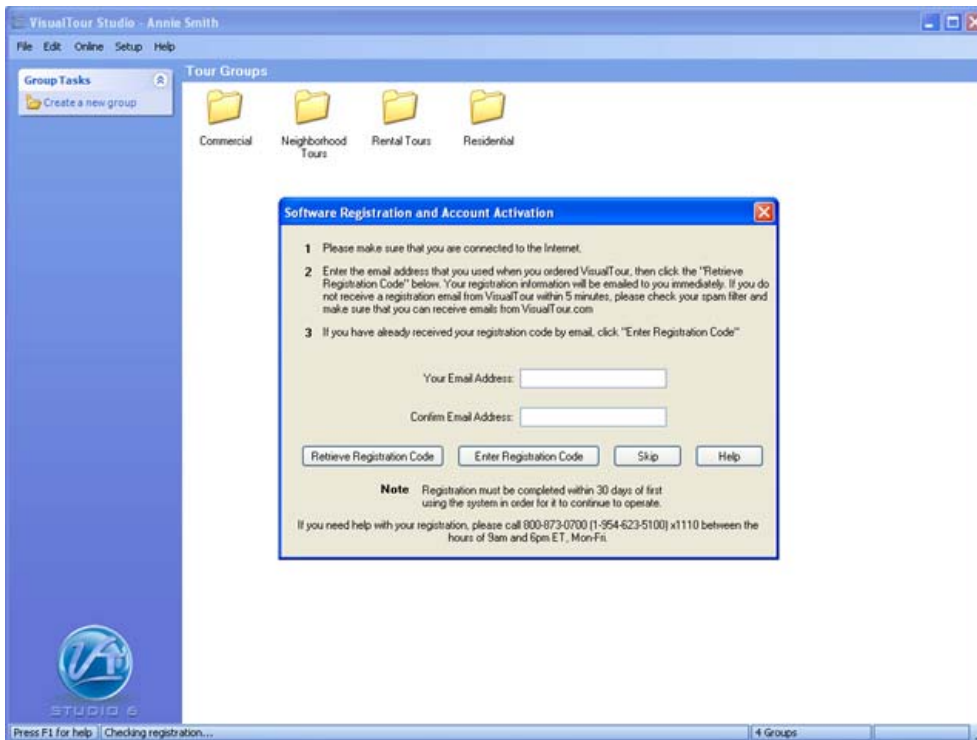
Not Your Ordinary Virtual Tour!™

Quick Start Training Guide

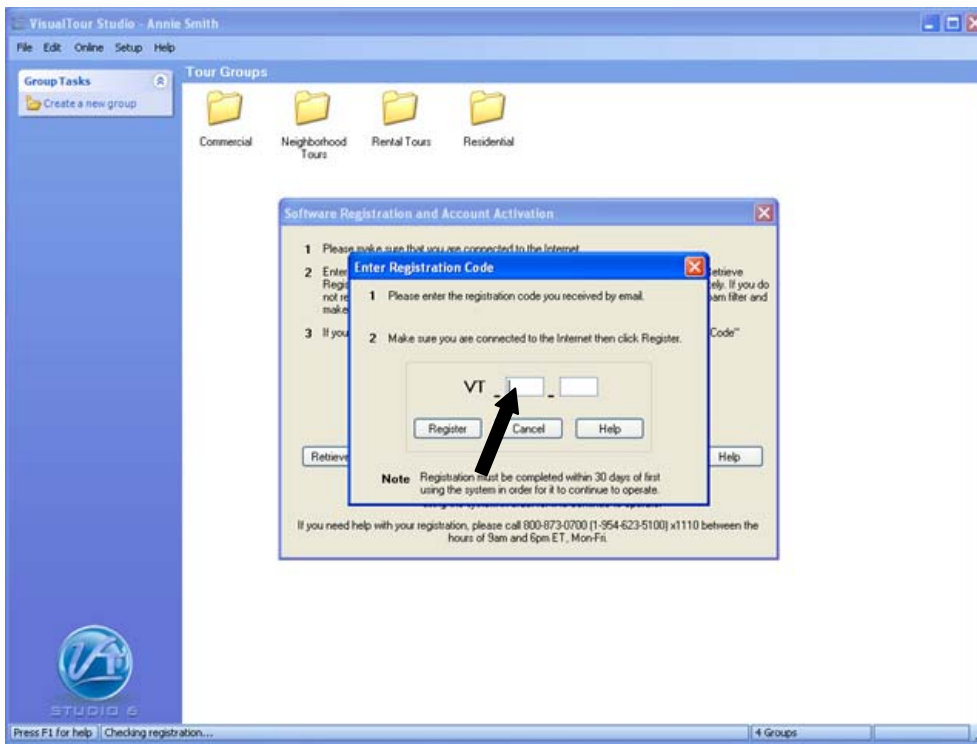
To begin, double-click the **VisualTour** icon on your Desktop.



If you are using the software for the first time you will need to register.

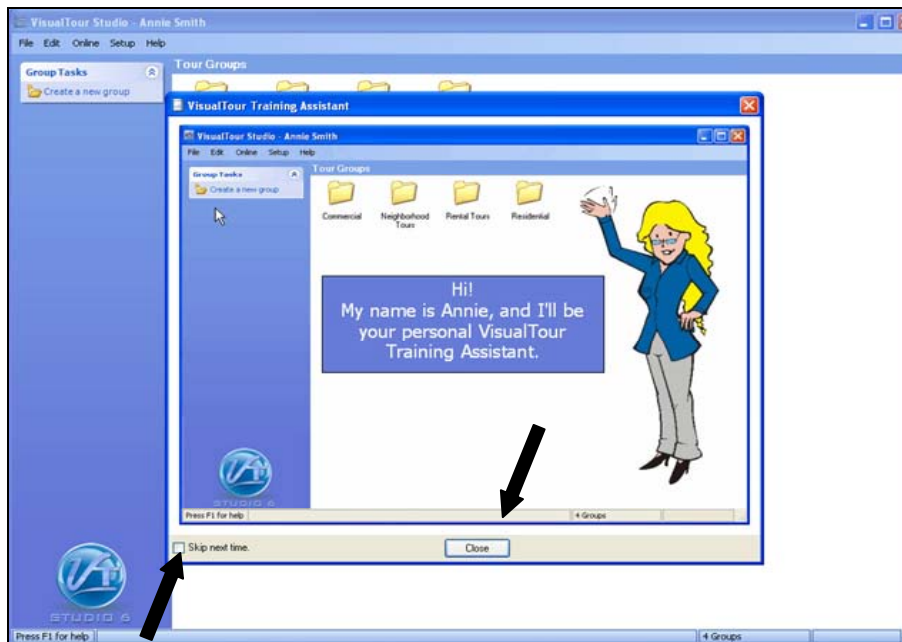


*If you didn't receive your registration information, you can retrieve it via email by entering your email address twice and clicking "**Retrieve Registration Code.**" Please check your email for the information you are requesting, and enter it on the following screen.*

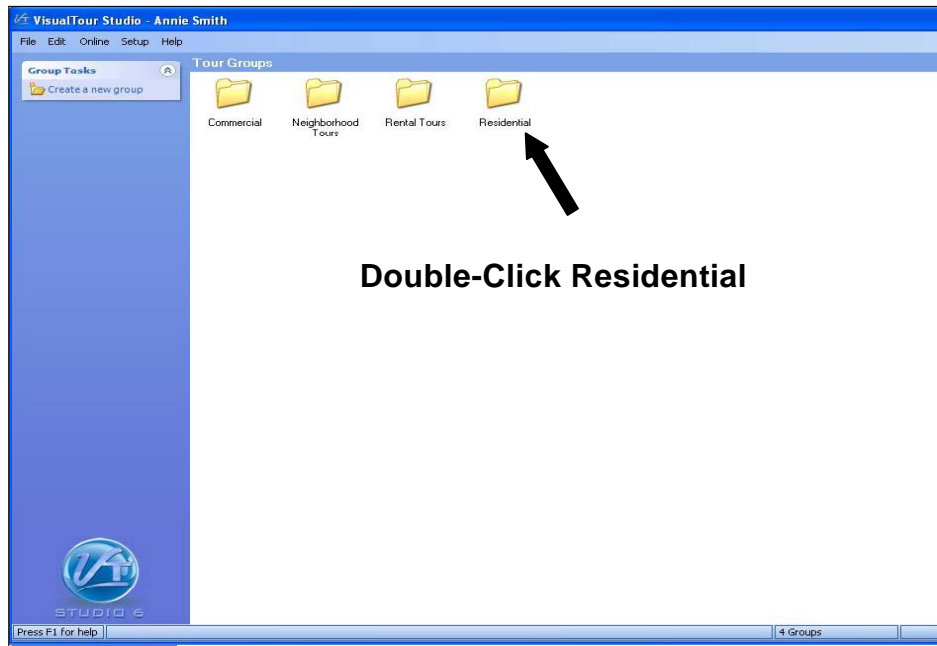


Enter your Registration Code in the box provided and Click **Register**.

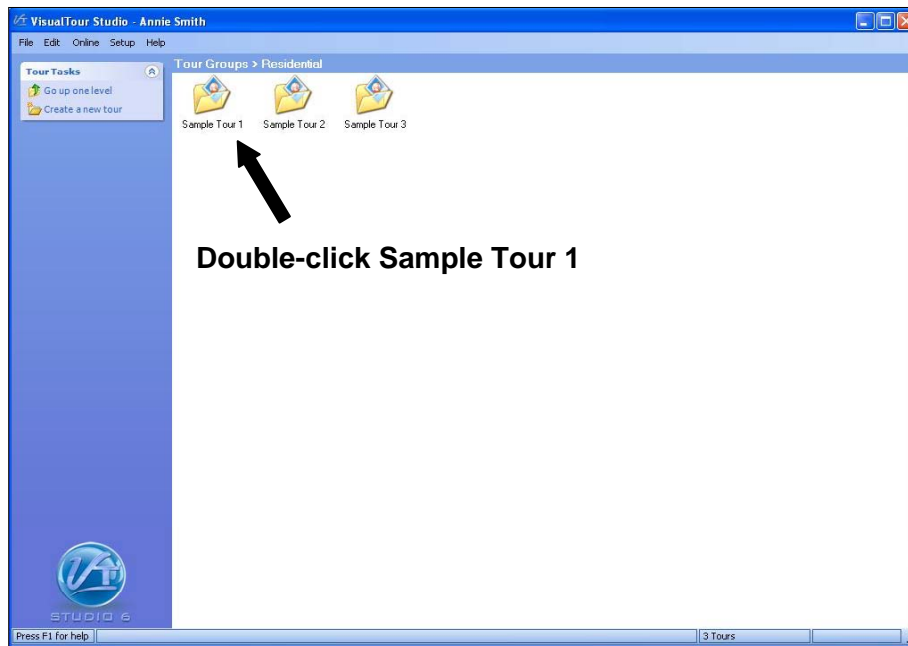
The VisualTour Studio window appears along with a VisualTour Training Assistant. If you want to bypass this assistance window the next time you open VisualTour, select **Skip next time** before you proceed.



You won't need Annie's assistance today, so click the **Close** button or the **X** (top right of the window) to close the Training Assistant. Select the tour group that is most appropriate for your tour by double-clicking the folder. In this course you will create a Residential tour, so double-click **Residential**.



The Tour Groups > Residential folder contains 3 sample tours. Double-click **Sample Tour 1**.



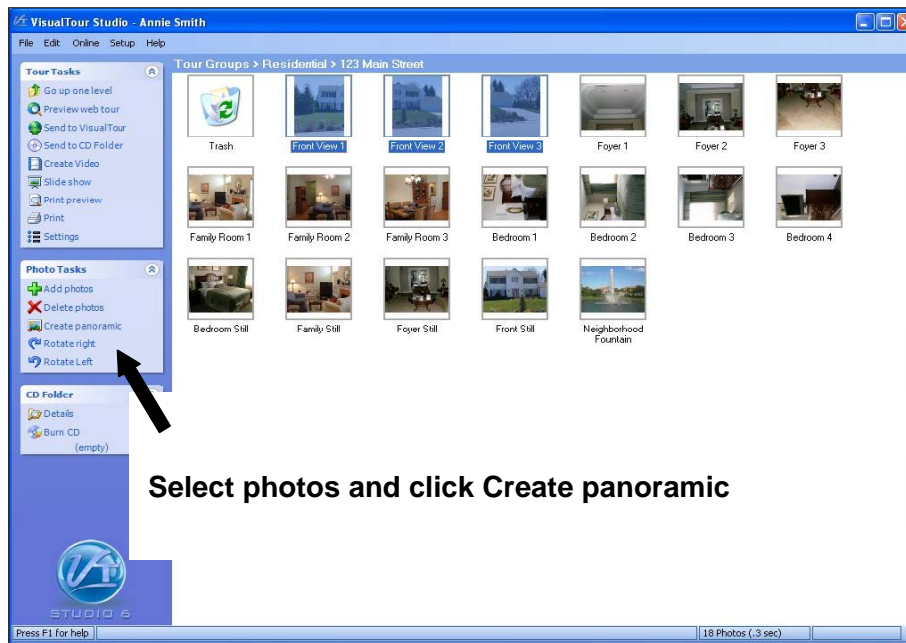
Getting Started – Creating Your First Panoramic

Follow these steps to select the images for your first panoramic:

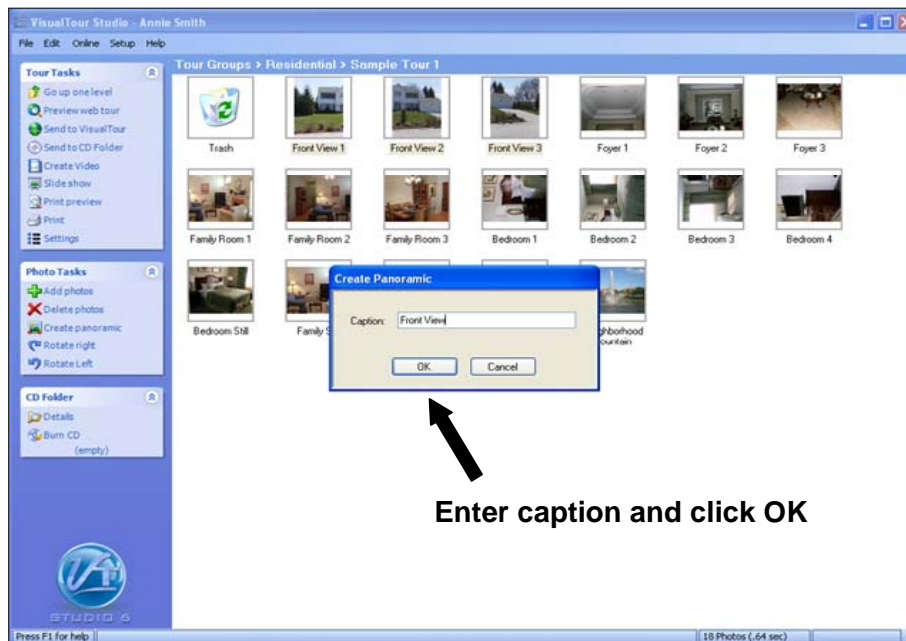
1. Click the first image once.

Note: The term “click” refers to clicking the left mouse button once. The term “right-click” refers to clicking the right mouse button. Most mouse clicks are with the left button.

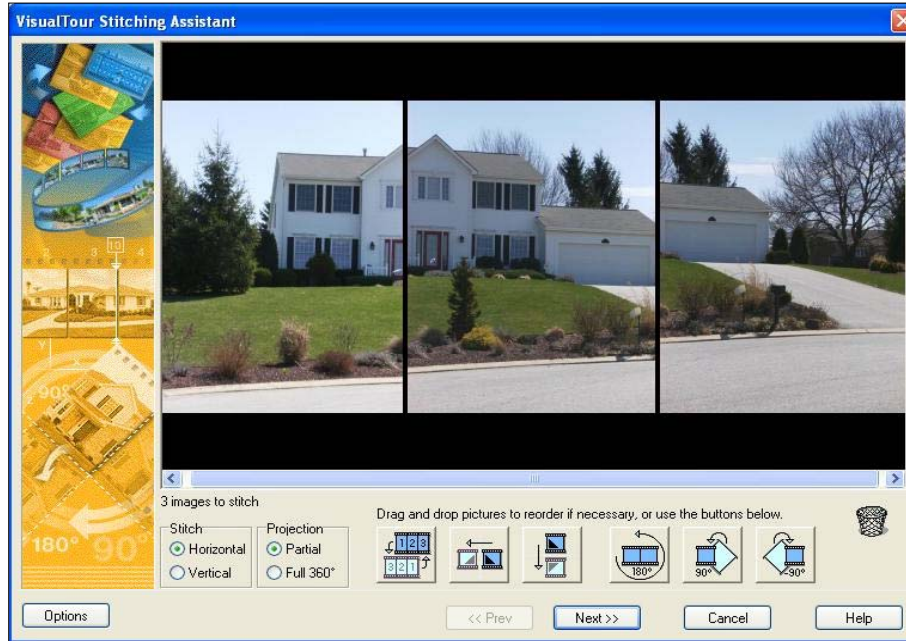
2. When you click the image, a blue box appears around the image indicating that it is selected. Hold the **Shift** key down and click the third image. By holding the **Shift** key when you click another image, the system selects a range of images between clicks.
3. Click **Create panoramic**.



4. When the Create Panoramic dialog box appears, type “Front View” and click **OK**.



5. When the *VisualTour Stitching Assistant* window appears, click **Next** to stitch the images together into a single image.

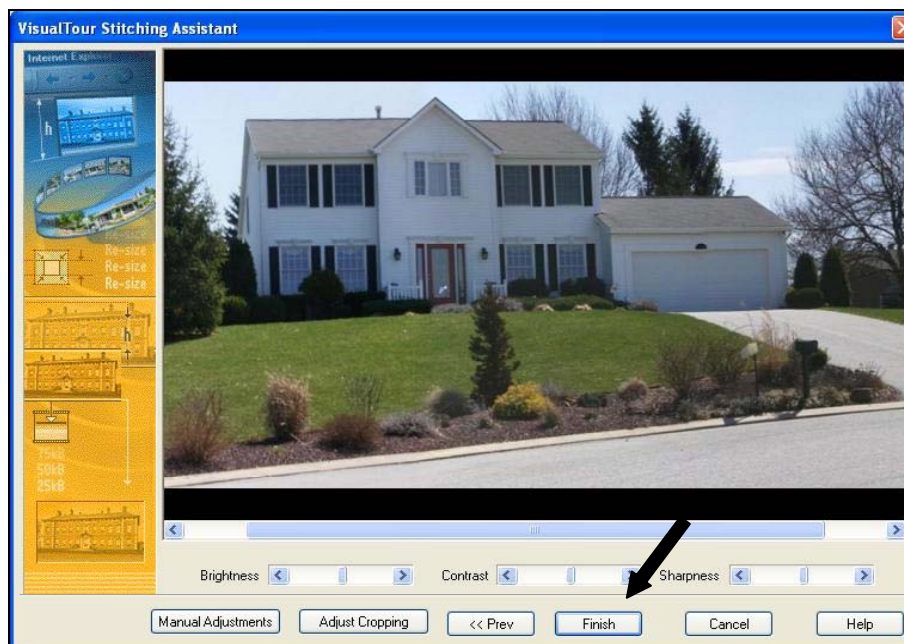


The VisualTour Stitching Assistant launches and automatically stitches the photographs into one seamless panoramic scene. Notice in this example that the images are:

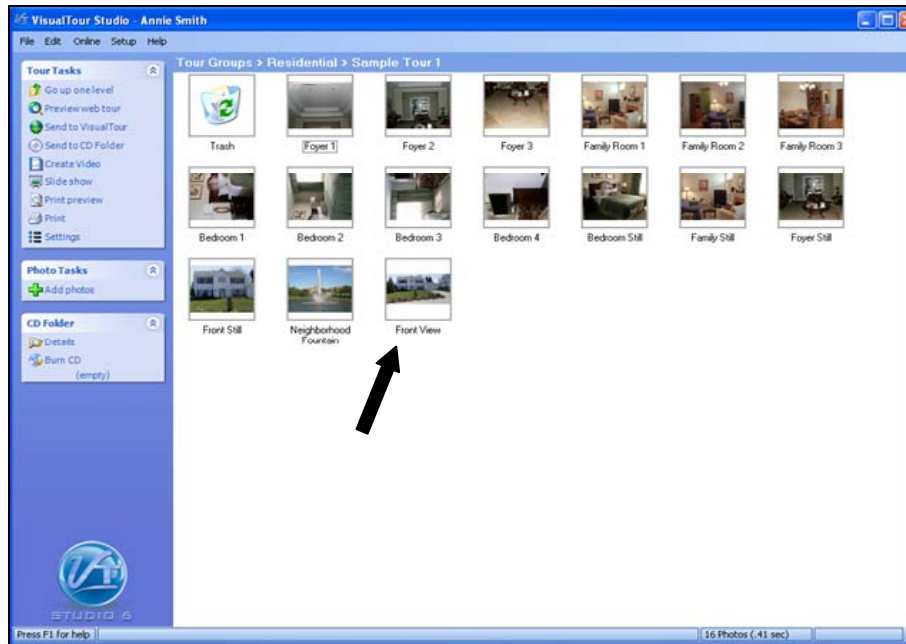
- Lined up correctly from left to right
- Overlapping (by about 20%)
- Level



Note: You can adjust brightness, contrast or sharpness if needed.



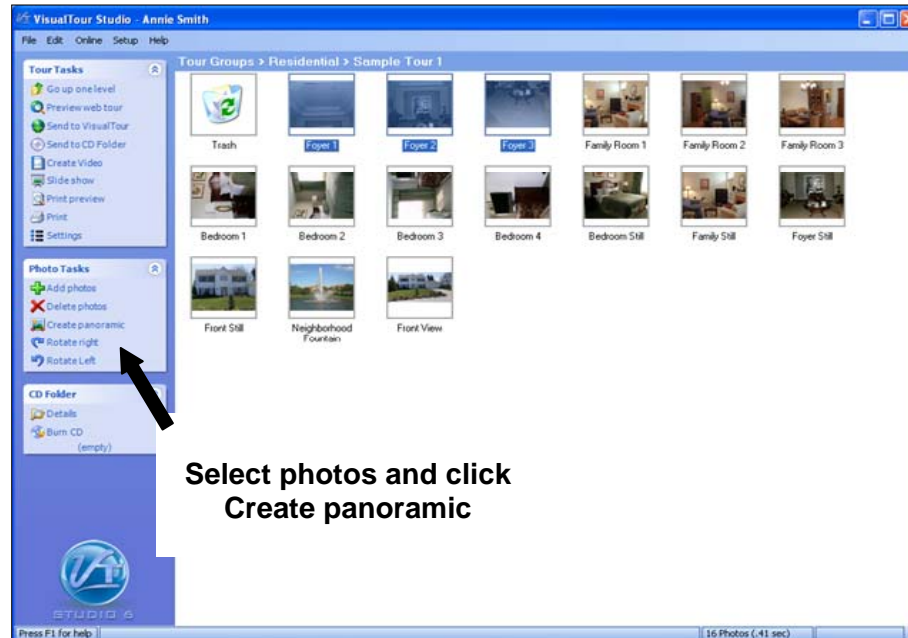
6. Click **Finish** to continue.
 Notice that the individual pictures you used for the panoramics are now gone. Don't worry! They have only been moved into the trash folder so you won't get them mixed up with other panoramic images. Your "**Front View**" panoramic has been added to your sample tour (bottom right).



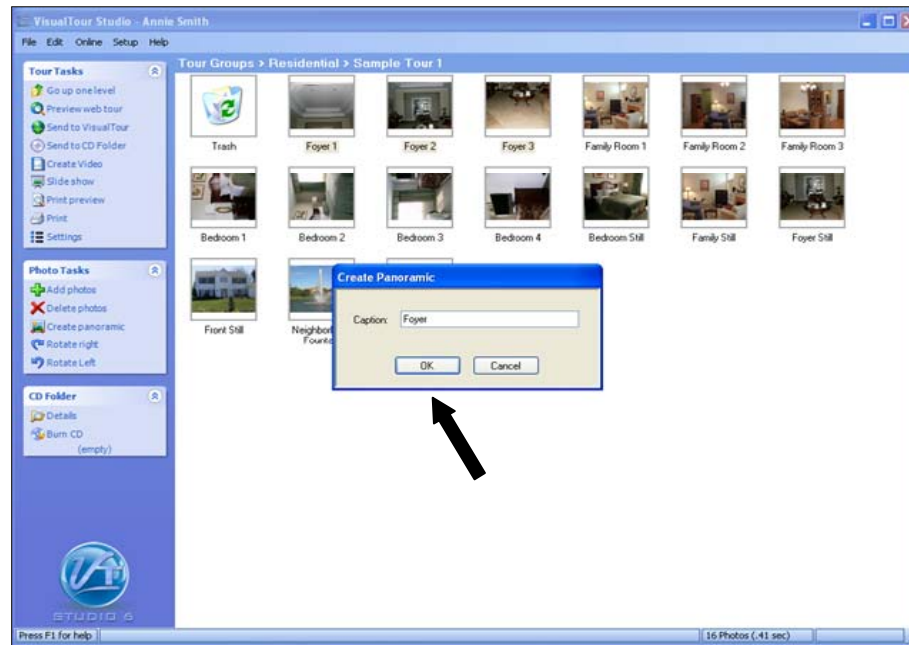
Creating Vertical Panoramics

In this scene, we have taken the images vertically from top to bottom. For example, you can use this feature to capture a room with high ceilings, or even small and narrow rooms.

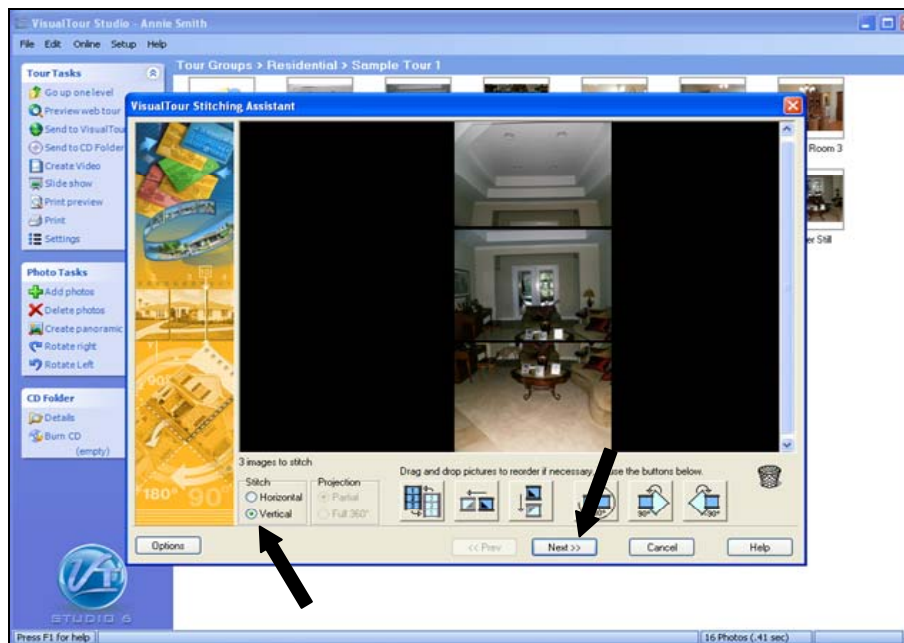
1. Select the next three images and click **Create panoramic**.



2. When the Create panoramic dialog box appears, enter the caption (this time type "Foyer") and click **OK**.

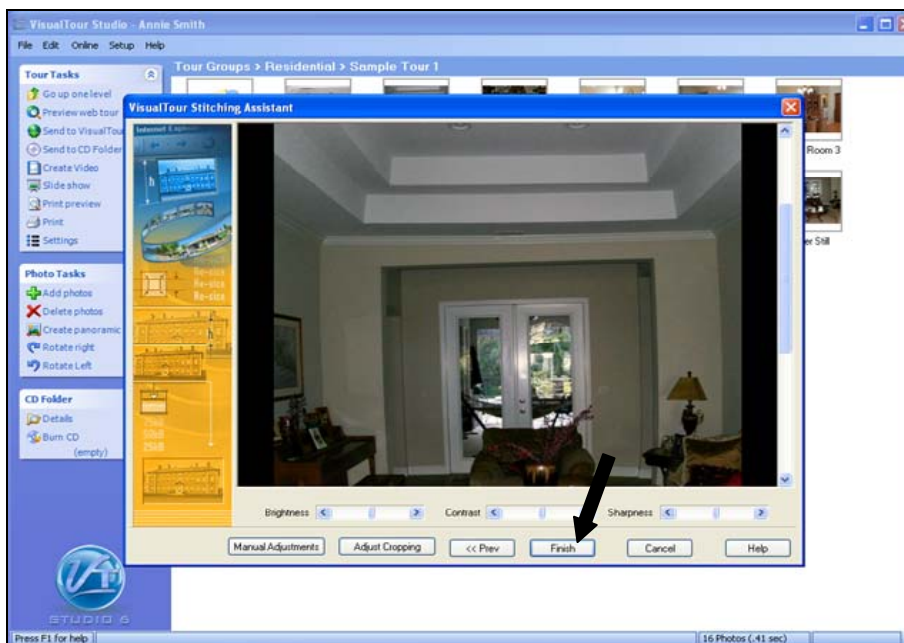


3. When the *VisualTour Stitching Assistant* window appears select **Vertical** for your "stitch" option and click **Next**.



The *VisualTour Stitching Assistant* launches and automatically stitches the photographs into one seamless panoramic scene, this time vertically.

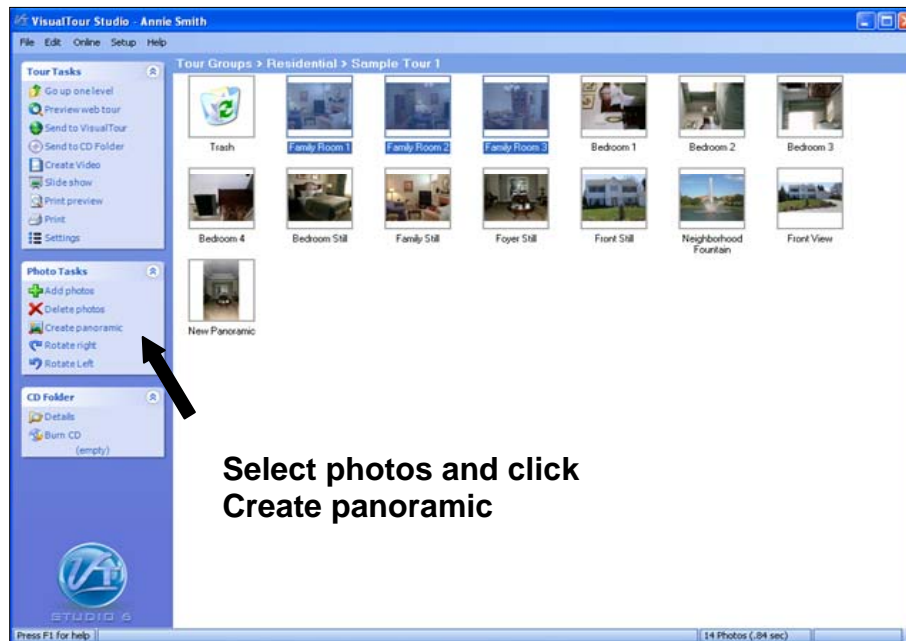
4. Adjust brightness, contrast or sharpness if needed, and then click **Finish**.



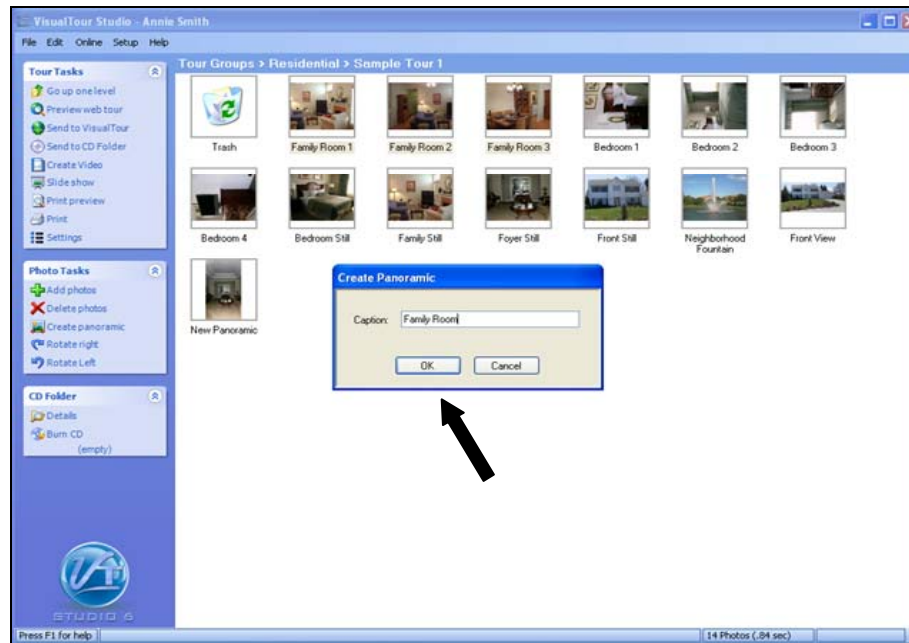
Re-Arranging Images to create a Panoramic

Sometimes you may find yourself taking your photographs from right to left, instead of left to right. While it is easier to work with your photographs when they are taken from left to right, you still have the option to re-arrange the images before stitching them together.

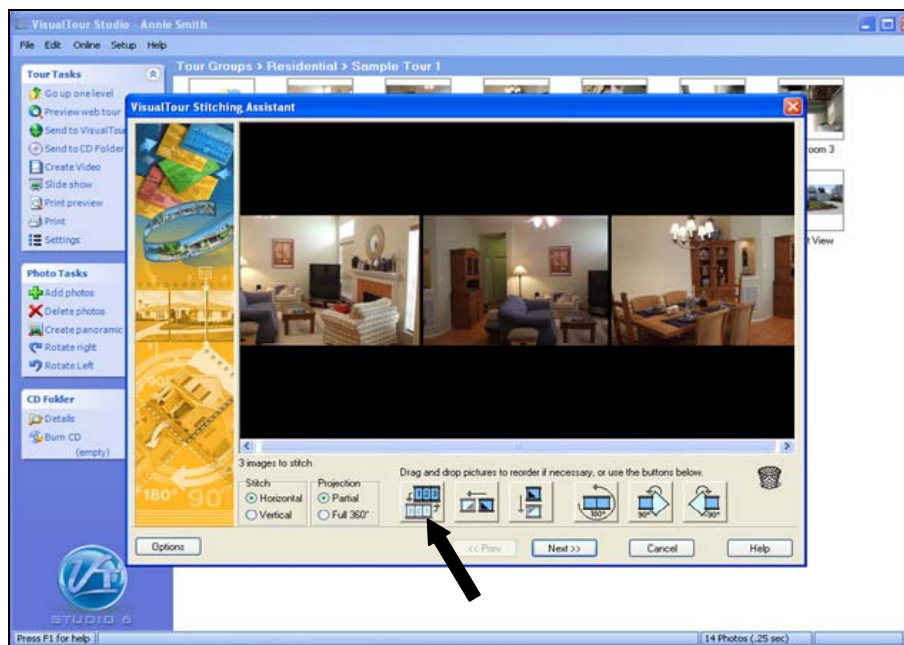
1. Select the next three images and click **Create panoramic**.



2. When the Create panoramic dialog box appears, enter the caption (this time, type "Family Room") and click **OK**.



3. When the *VisualTour Stitching Assistant* window appears, click the **123/321 Re-Arrange** button to correct the position of your photographs.

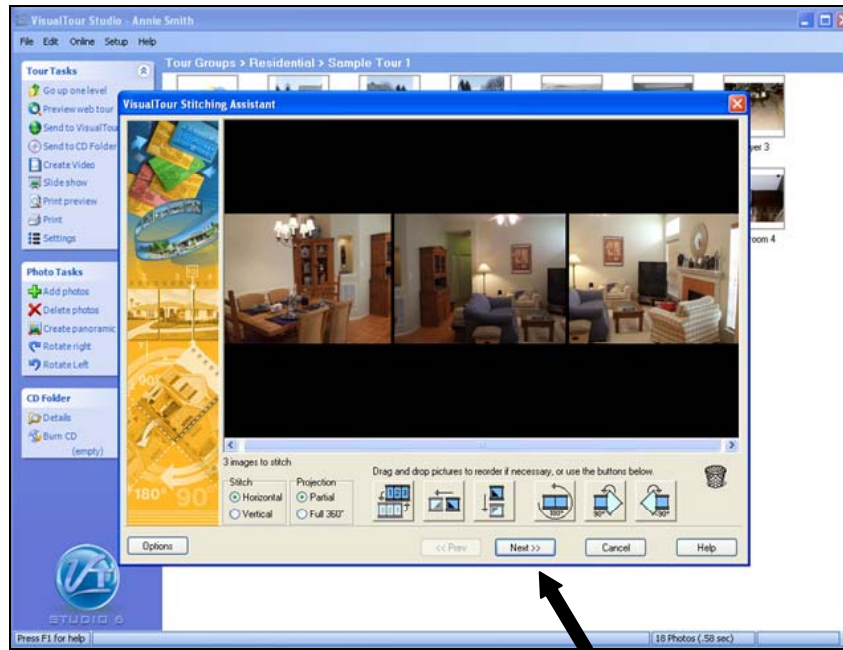


Note: Instead of using the **123/321 Re-Arrange** button you can also manually re-arrange your photographs by clicking on the photographs and dragging them to the correct position.

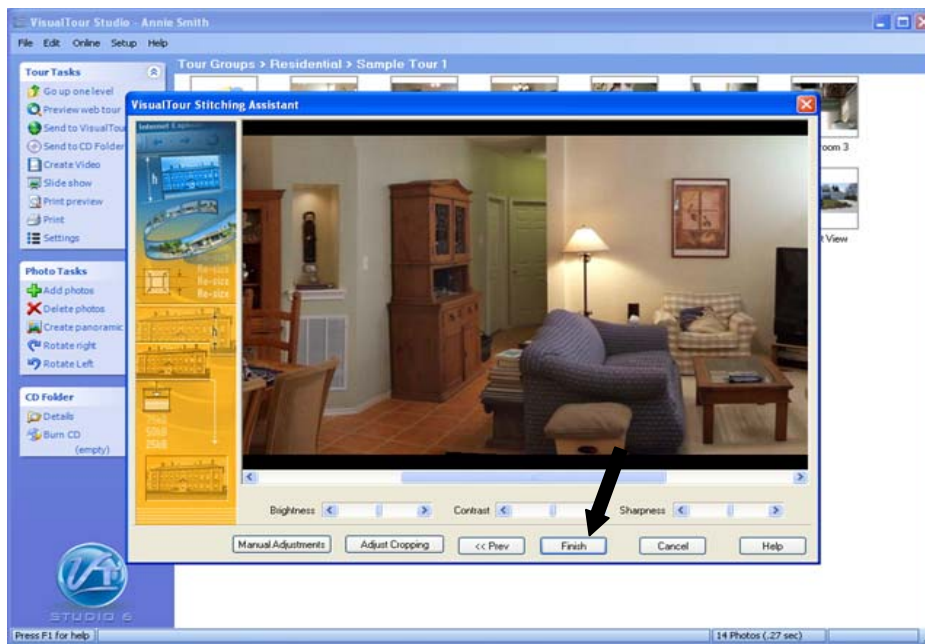
F.Y.I.

The dragging requires you to keep the left-click button pressed down and hold it until the picture is in its desired position.

4. Click **Next** to stitch the photographs together.



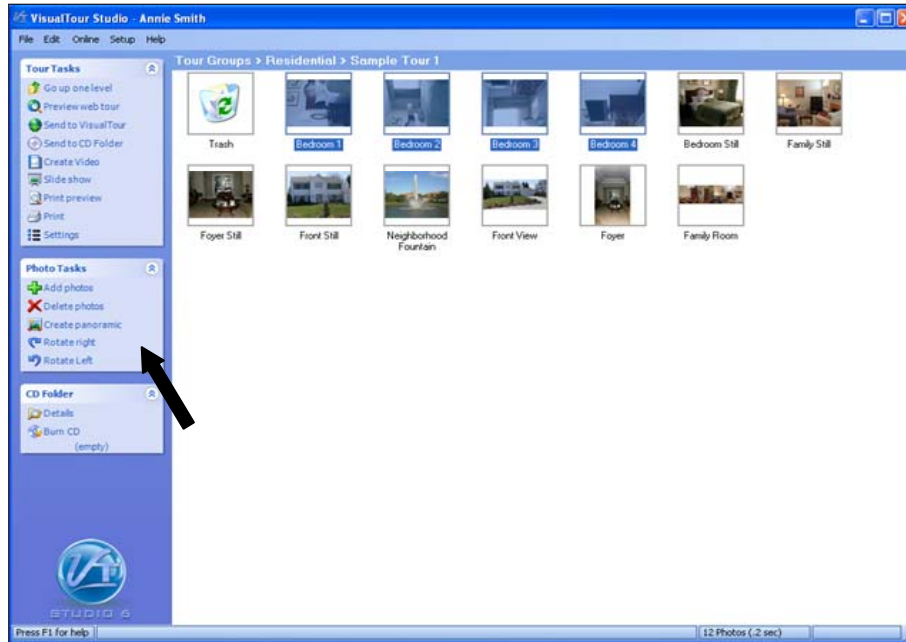
5. Adjust brightness, contrast or sharpness if needed, and then click **Finish**



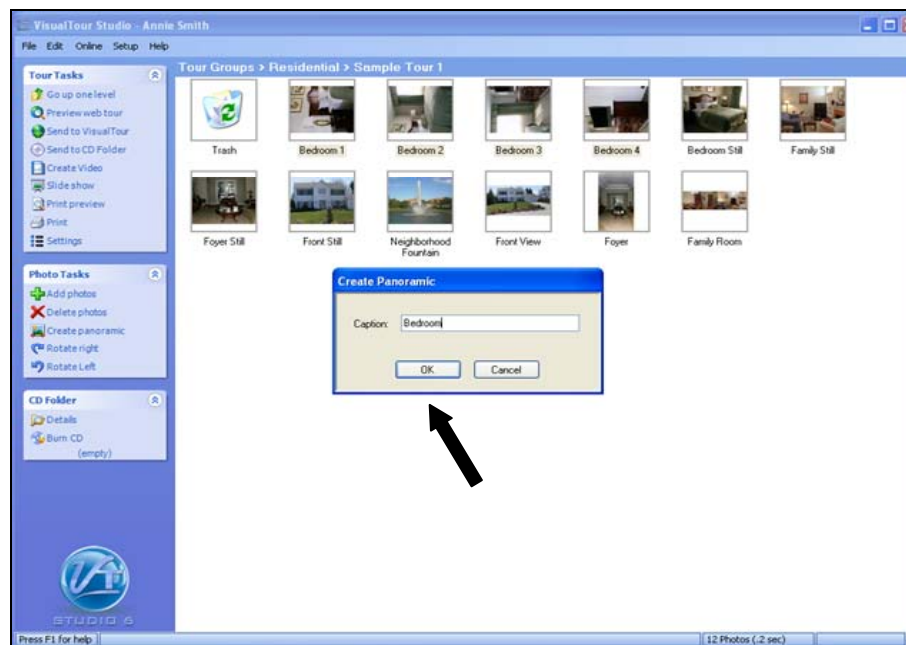
Rotating Images to create a Panoramic

Use the **Rotate 90 Degrees Counterclockwise** or the **Rotate 90 Degrees Clockwise** buttons if you held the camera vertically when taking your pictures.

1. Continue where you left off in the last exercise. Select the next four images and click **Create panoramic**.



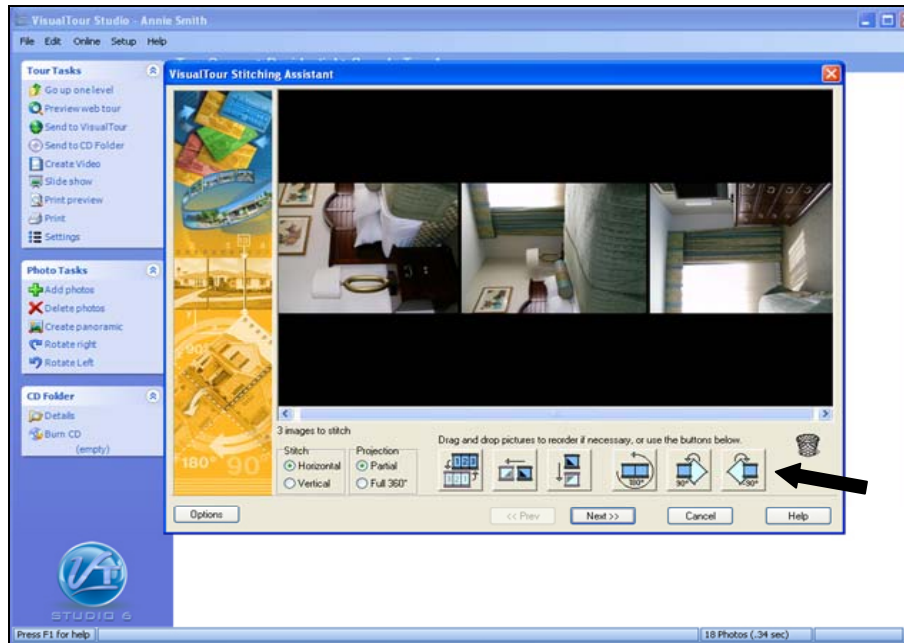
2. When the Create panoramic dialog box appears, enter the caption (this time type "Bedroom") and click **OK**.



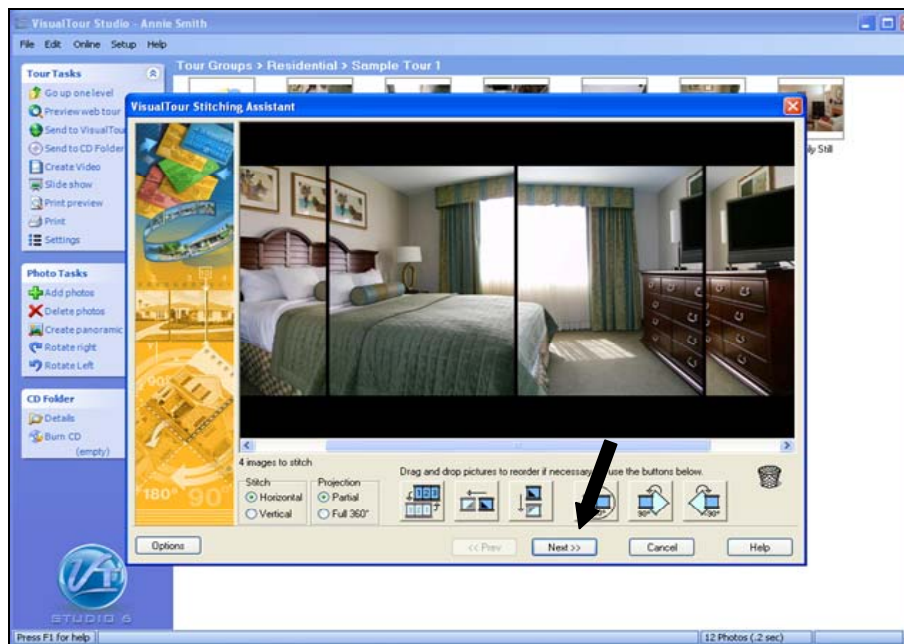
3. When the *VisualTour Stitching Assistant* window appears, click the **Rotate 90 Degrees Clockwise** button to correct the orientation of your photographs.

F.Y.I.

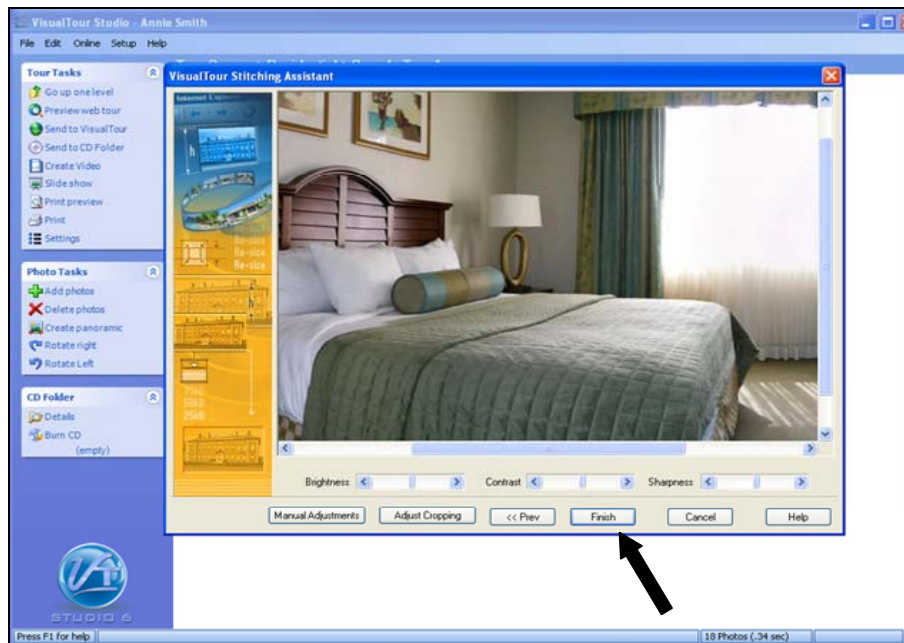
Note: All of your photographs will rotate in the same direction; therefore, you cannot mix-and-match images (some taken portrait, some taken landscape, some taken with the camera tilted to the left, some taken with the camera tilted to the right, etc.).



4. Click **Next** to stitch the photographs together.



5. Adjust brightness, contrast or sharpness if needed, and then click **Finish**.



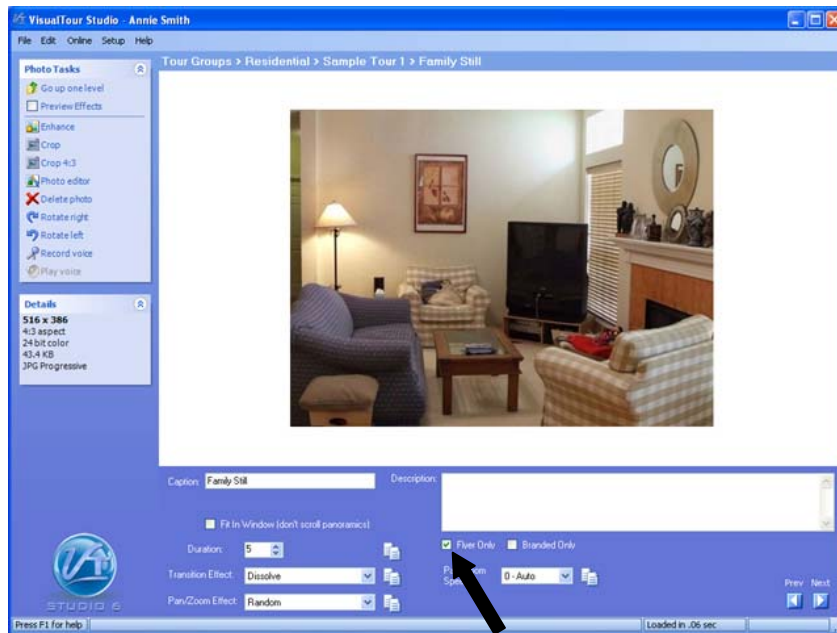
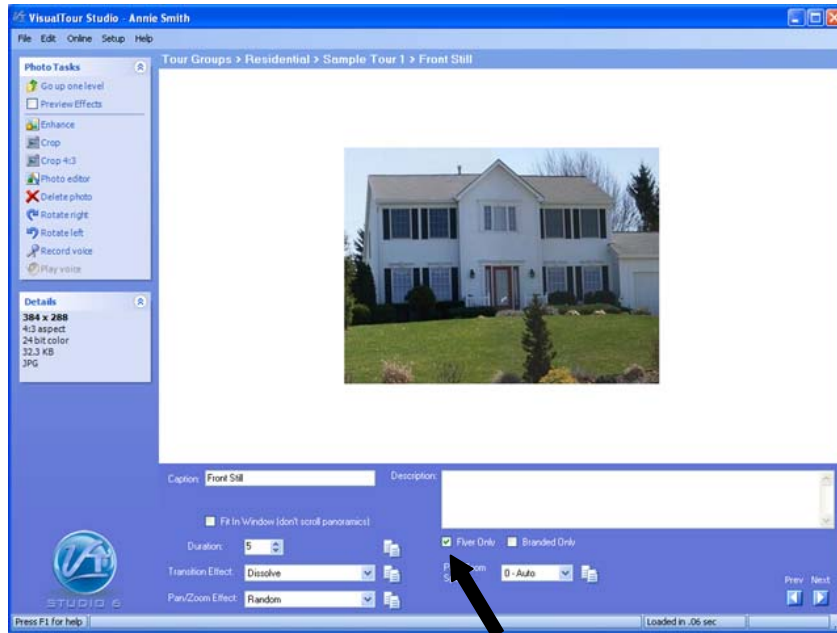
Creating a flyer for your customers

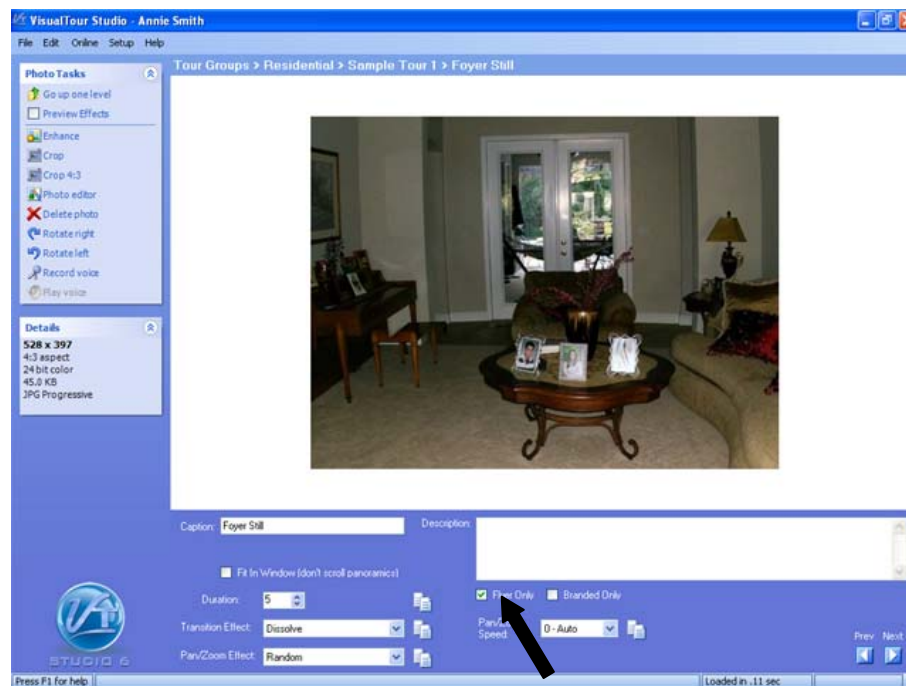
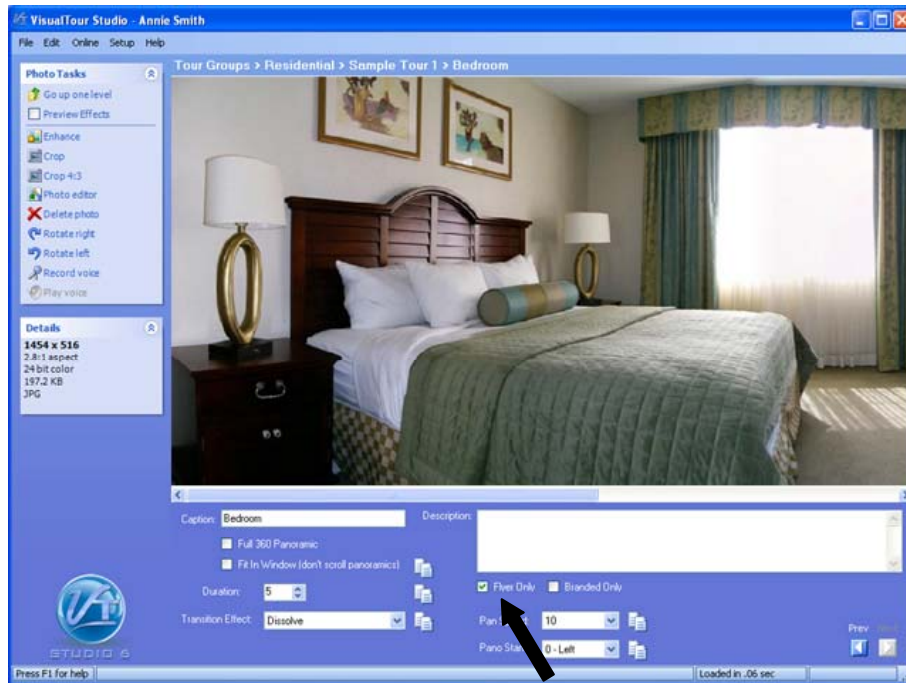
To allow customers to print a flyer directly from your tours, you'll need to select up to five still photos to be included. For the purpose of this training, we already have them ready for you. Since most of the still photos are already part of the panoramics we've created earlier, we're going to set them to **ONLY** show on the flyer instead of showing twice.



Note: Still photos are moved into the trash folder after you have stitched them together. If you'd like to include additional still pictures in your flyer you can restore them out of the trash folder. To do so, double-click the trash folder, hold the **Ctrl**-key down while selecting the photos of your choice, click **Restore photos**, and then click **Go back**.

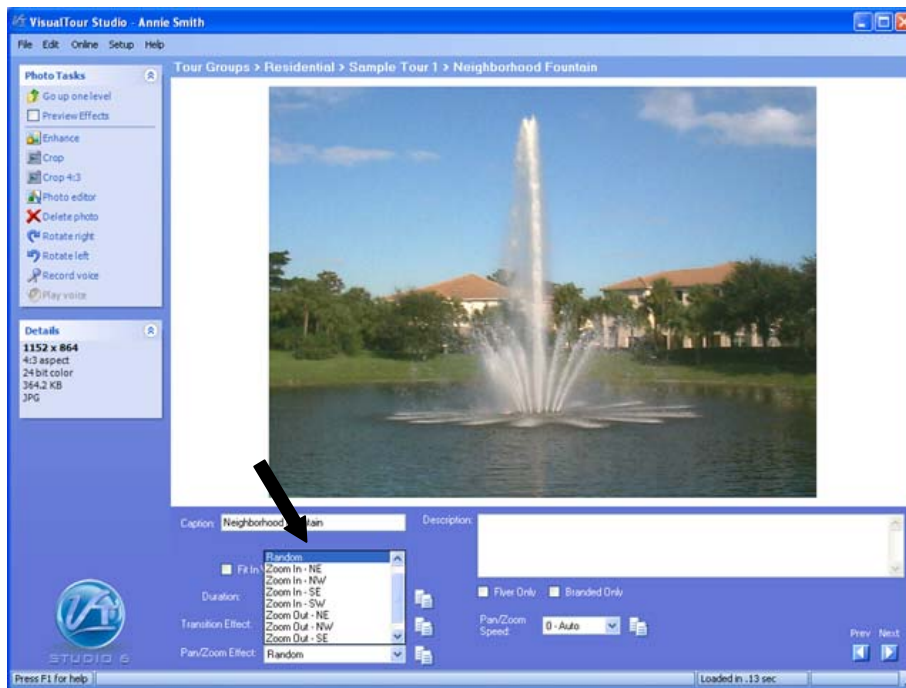
1. Double-click the first picture next to the trash folder, and check the box next to **Flyer Only**, then click **Next** and repeat; checking the **Flyer Only** box for the next three photographs.





Since the last of the still photos is not in any of the panoramics we've created earlier, we're not going to check the Flyer Only box; we're going to add a caption so that your customers know what they're looking at.

Please enter **Neighborhood Fountain** in the **caption** field on the last still photo, and then click the drop down menu to select the **Random** Pan/Zoom effect. Click **Go up one level**.

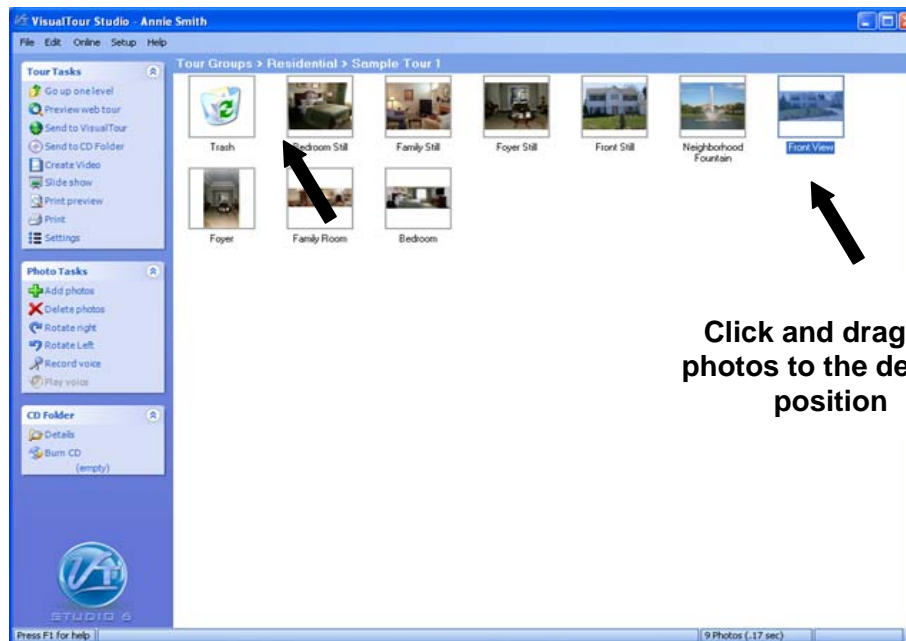


Placing your panoramics into order

Before we upload your tour, let's make sure the panoramics and flyer photos are in the order you wish them to appear. If you'd like to move images, simply click and drag the images into position. A vertical black line between the images indicates the position once you release the mouse button.

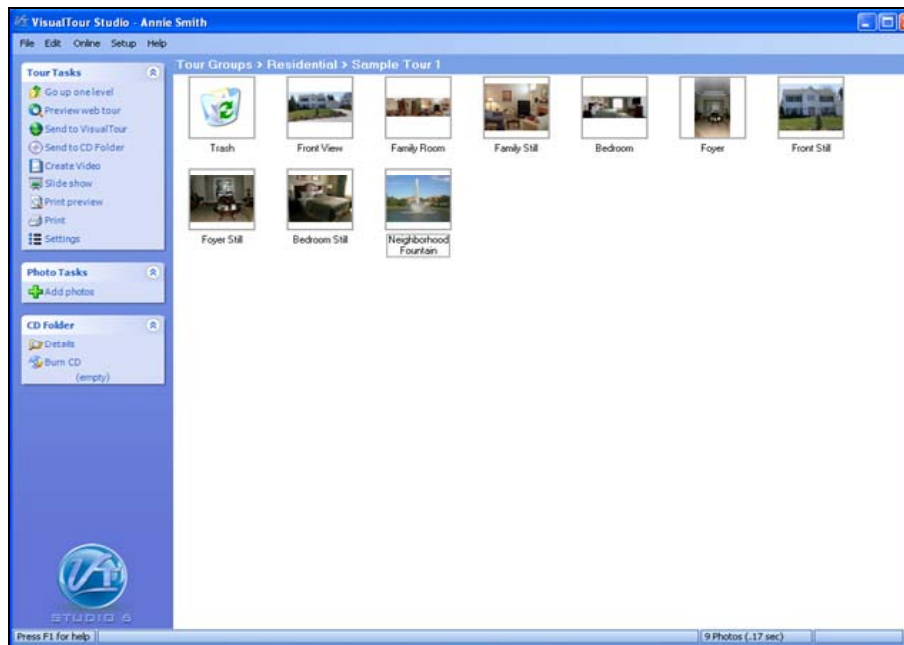
F.Y.I.

Note: The first picture to appear on your tour is the one to the right of the trash folder. The picture you chose as first picture should never be a bathroom or kitchen!



Click and drag the photos to the desired position

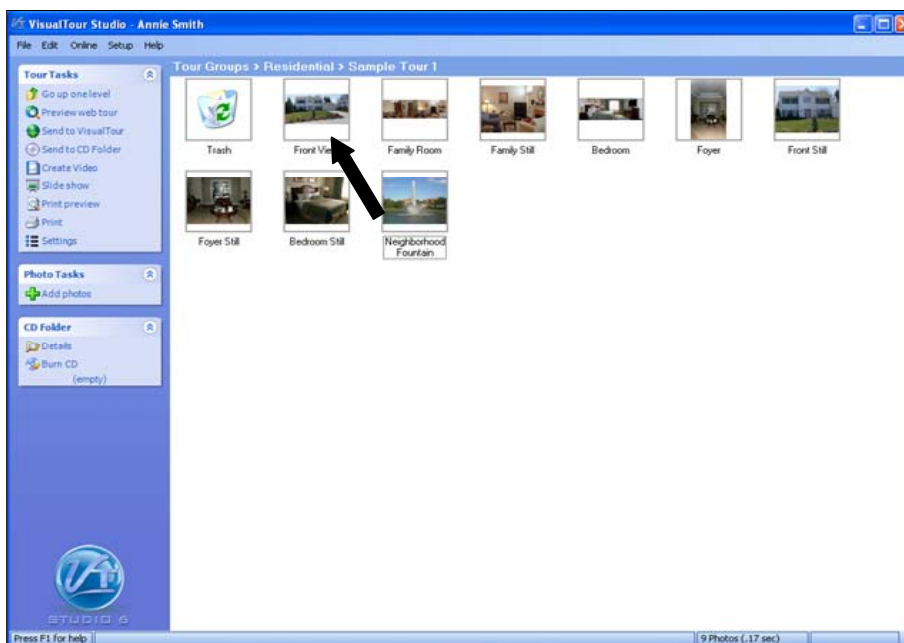
1. Click and drag all panoramics into the order you wish them to appear on your tour.



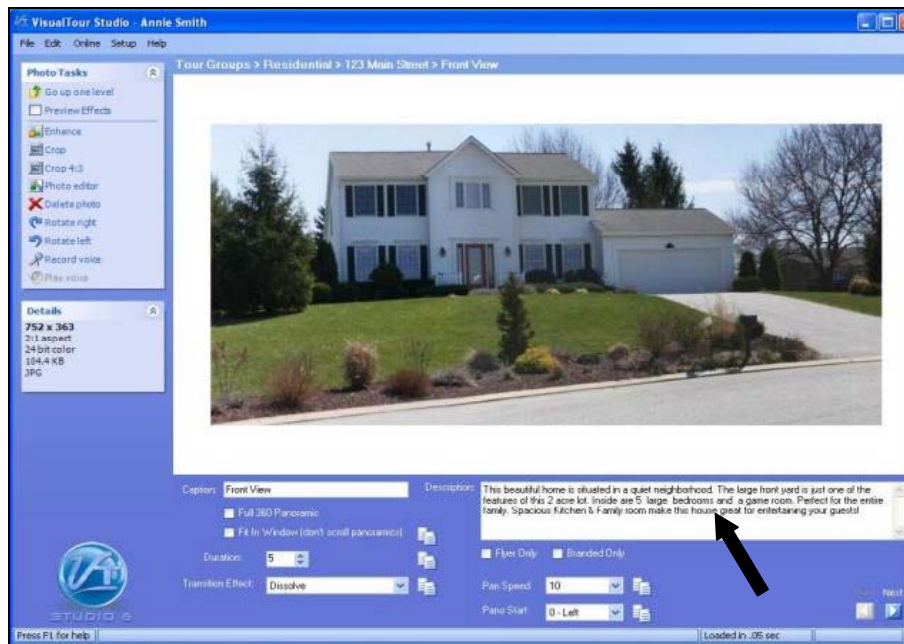
Adding Descriptions and Effects to Your Photographs

To further enhance your VisualTour you can add descriptions and effects to the photographs by following these steps:

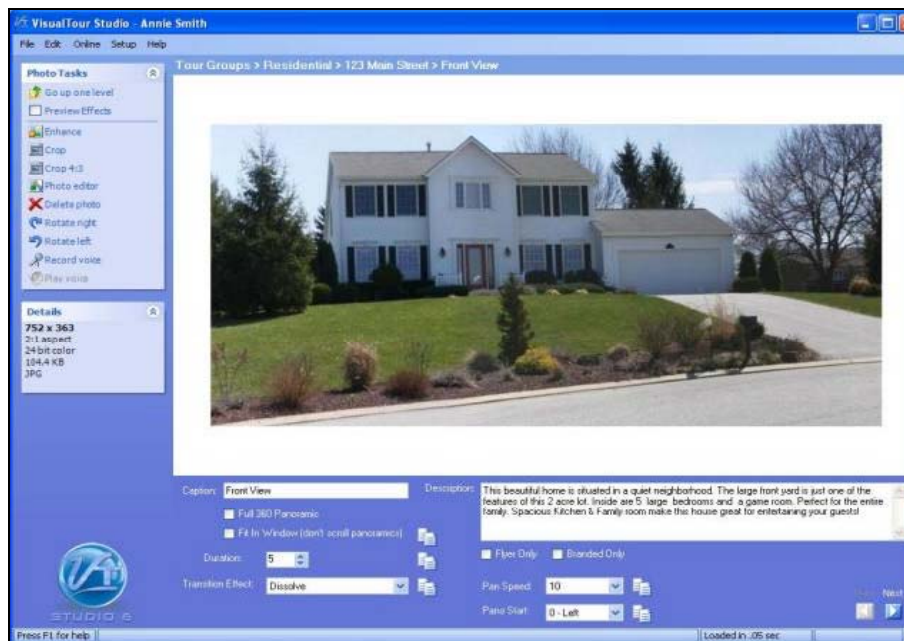
1. **Double-click** an image to add a description, set transition effects, adjust the panoramic speed, etc.



2. Type the desired description. Remember to provide a brief description for each scene.



You now have the following choices available to enhance your panoramics.



- Full 360 Panoramic** - Checking this box will make a panoramic (even a partial panoramic) appear as a Full 360 Panoramic.
- Fit in Window (don't scroll panoramics)** – Checking this box will fit the picture (any panoramic or still photograph) in the window and will end the scrolling effect.

- ❑ **Duration** – Select the minimum amount of time that you want your still pictures displayed in the viewer as the presentation advances from scene to scene.
- ❑ **Transition Effect** – Choose from 22 effects that will appear between scenes when the tour is being viewed online or from a CD.
- ❑ **Flyer Only** – Checking this box will exclude the photo from being seen when the tour is viewed online but make it available when buyers print the online property flyer. Only still images are supported for use as flyer images.
- ❑ **Branded Only** – Checking this box will exclude the photo from being seen whenever the tour is shown in unbranded mode. This feature is useful for skipping over any photo that your MLS might prohibit, such as a photo with a yard sign displaying your name or a photo with any other branding information.
- ❑ **Pan Speed** – This slider allows you to select how quickly your photo will scroll from left to right or up and down in the tour viewer. You might find that very wide 360 degree scenes benefit from a faster speed since there is more of the scene to see.
- ❑ **Pano Start** – This slider allows you to select whether your panoramic scene will start its panning on the left, right or any place in between. In the case of vertical scenes you can choose the start point anywhere from the top to the bottom. This feature is especially useful to bring the buyer's attention to the seller's property on very wide scenes that show more than the one property.

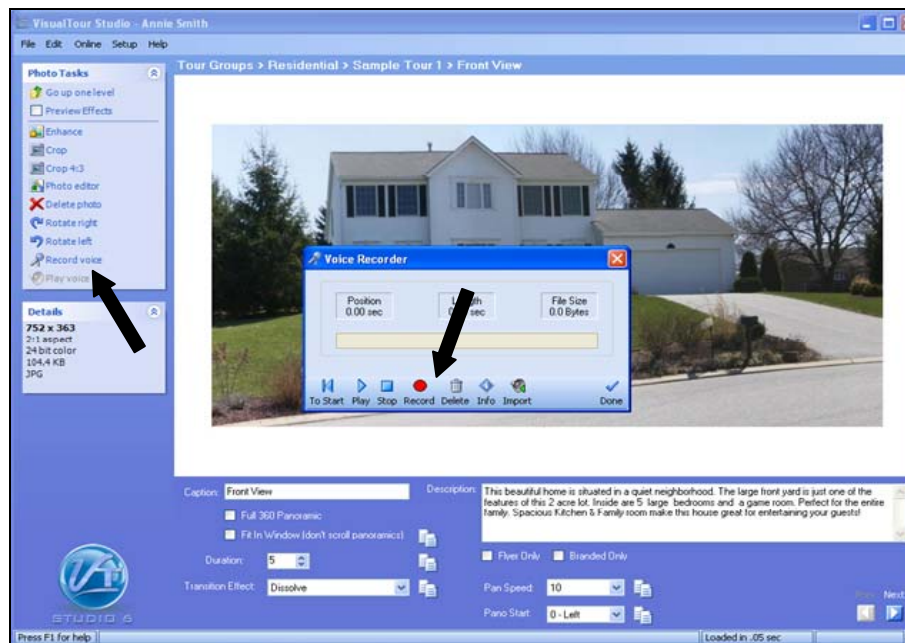
When done, click **Go up one level**.



By clicking  you can copy your preferences to all scenes and future photos.

Adding Voice Recording and Music to Your VisualTour

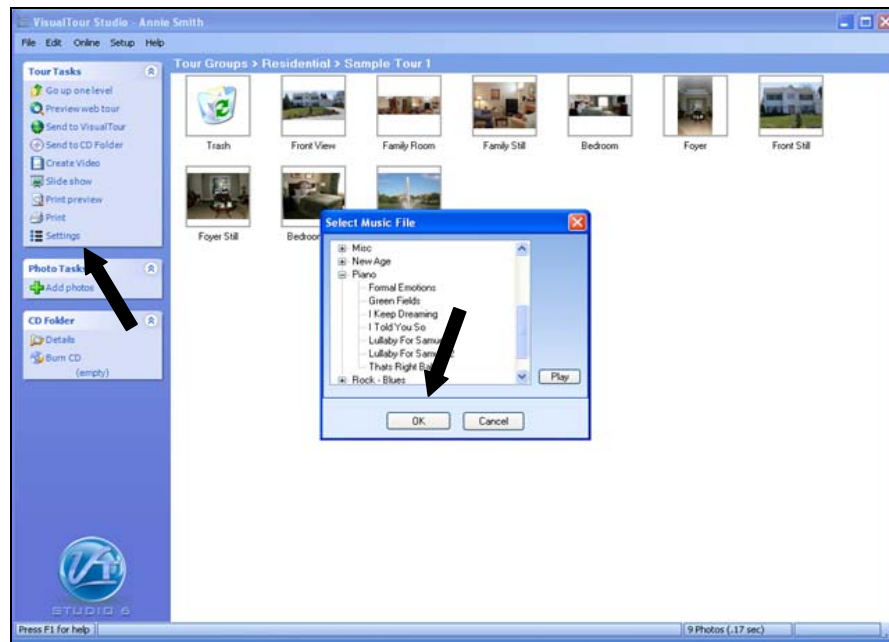
A microphone is required to add recording to your online tour.



Caution: Limit your recording to less than 60 seconds to keep the file size small. Larger file sizes translate to slower loading periods for your clients.

To add your voice to a scene, simply double-click a picture and click **Record voice**, then click the red **Record** button. When done, click **Done** then click **Go up one level**.

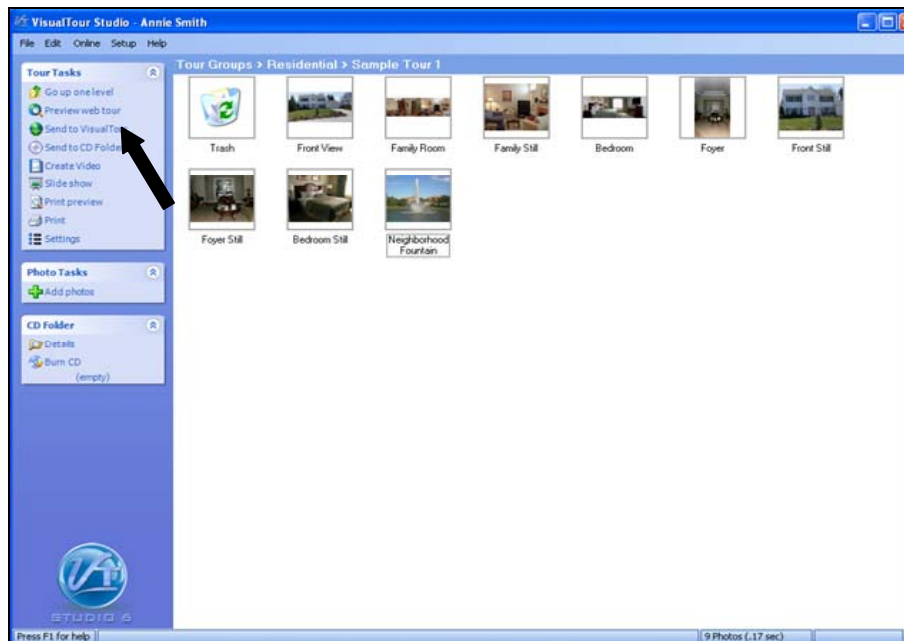
VisualTour Studio includes more than 90 choices of background music to accompany tours placed on a CD or online. Click **Settings**, then **Select Music**, then click **+** to open the choices within the genres, and select your preference. When done, click **OK**.



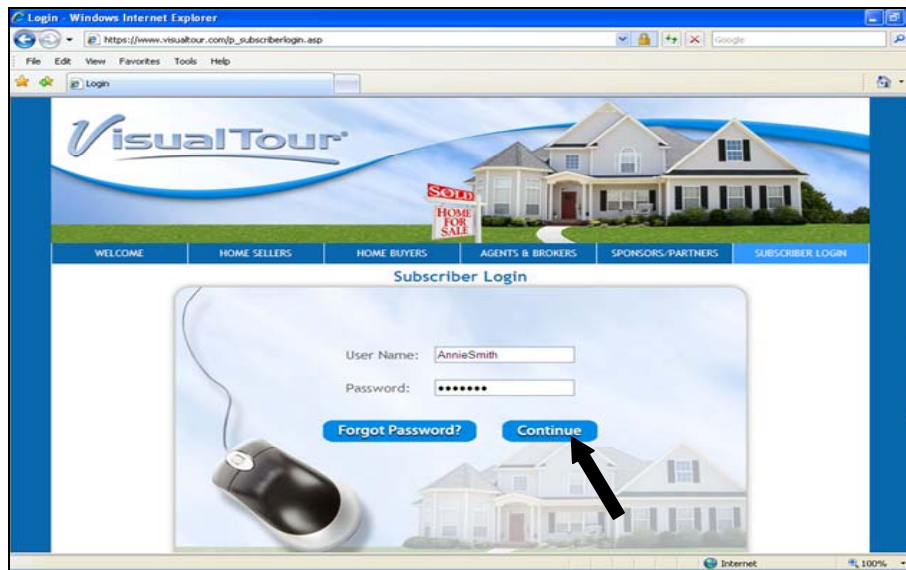
Uploading Your Tour

Now that you've stitched your scenes, added descriptions and captions, re-arranged the scenes, added music and effects, you are ready to upload your tour.

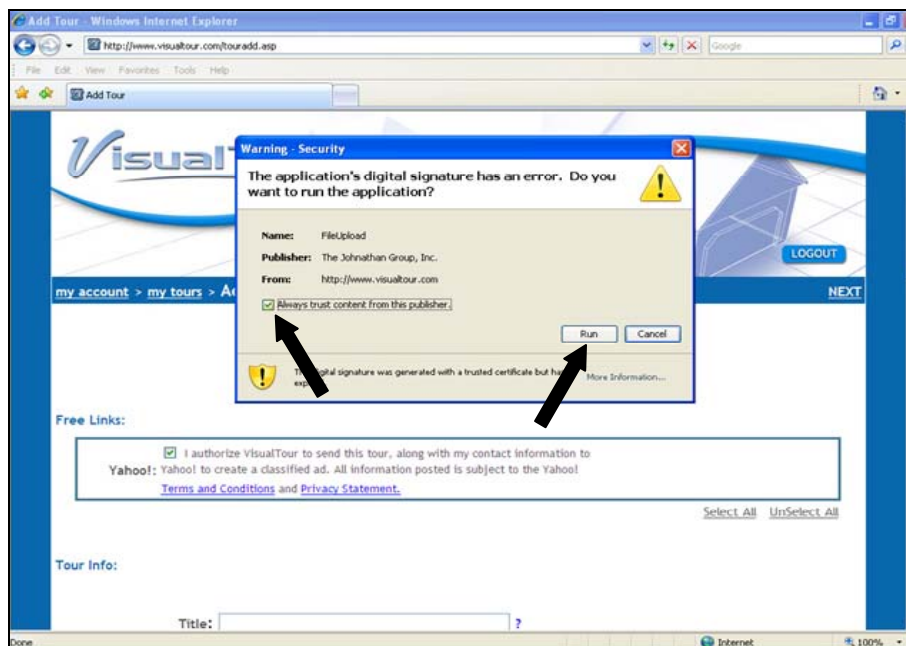
1. Click **Send to VisualTour** to begin uploading your tour.



2. Your Web browser launches and prompts you to enter your **User Name and Password**. Type the information emailed to you when you signed up for VisualTour, then click **Continue**.



3. This Warning – Security window only appears the first time you access this screen. Check **Always** to download the applet and click **Run**.



4. Enter a title and fill in a street address, city, state and zip code. Click **Next**.

my account > my tours > Add Tour

Account Name: Annie Smith
(Subscription Account)

Tour Info:

Title: ?

Description:

Tour Address:

Address: Hide Address: ?

City/Town: Hide Map: ?

State/Province: Please select. (if other state)

Zip/Postal Code:

Country: United States

Geocode: Undefined ?

Test Map

Validate Address

Update Geocode

NEXT

5. When the verification screen appears, click **Next** to upload your tour.

VisualTour

my tours > add tour > Upload Tour

Click "Next" to upload your Tour Media File to the tour listed below.

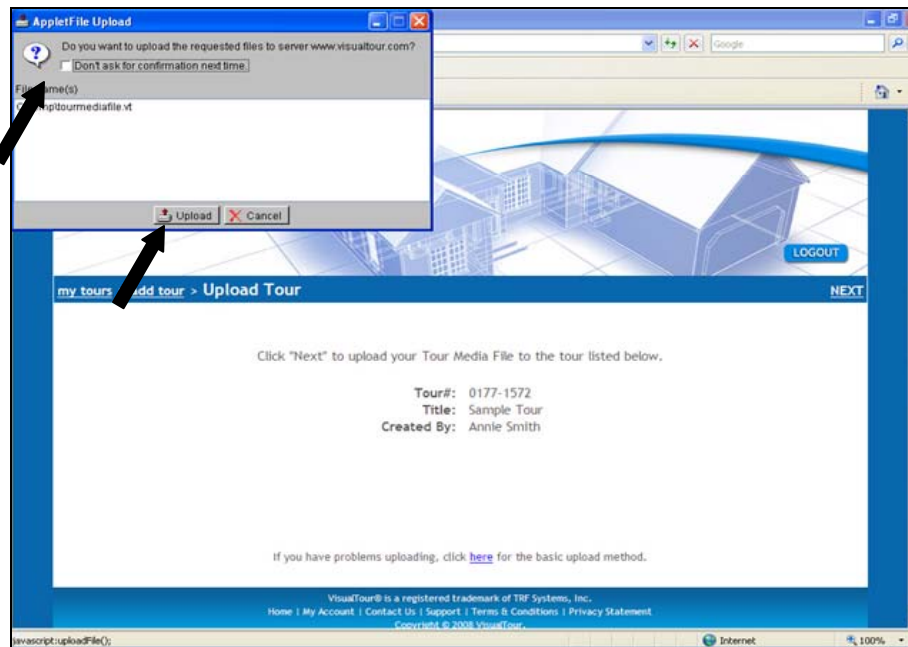
Tour#: 0177-1572
Title: Sample Tour
Created By: Annie Smith

If you have problems uploading, click [here](#) for the basic upload method.

NEXT

VisualTour® is a registered trademark of TRF Systems, Inc.
Home | My Account | Contact Us | Support | Terms & Conditions | Privacy Statement
Copyright © 2008 VisualTour

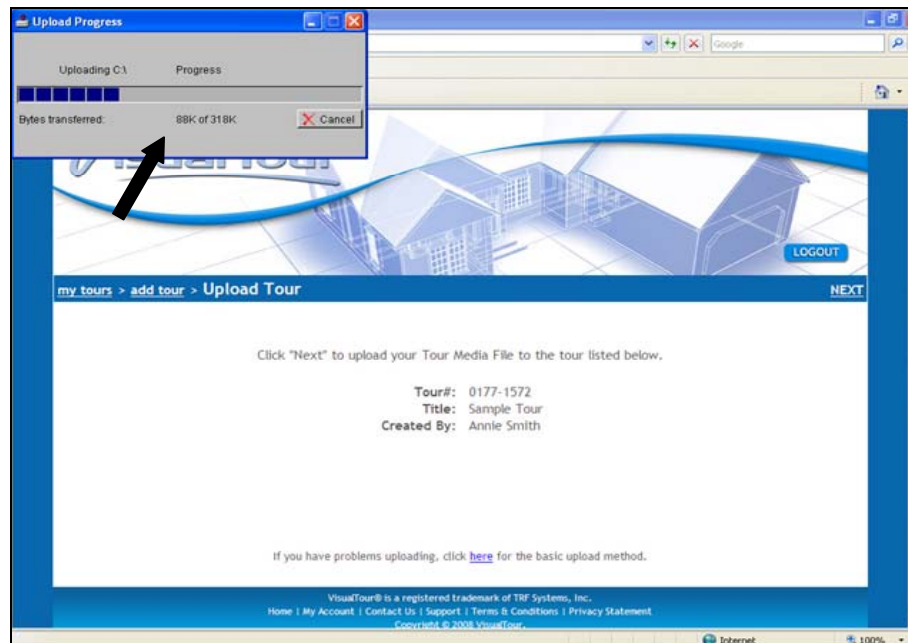
6. Select **Don't ask for confirmation next time** and click **Upload**.



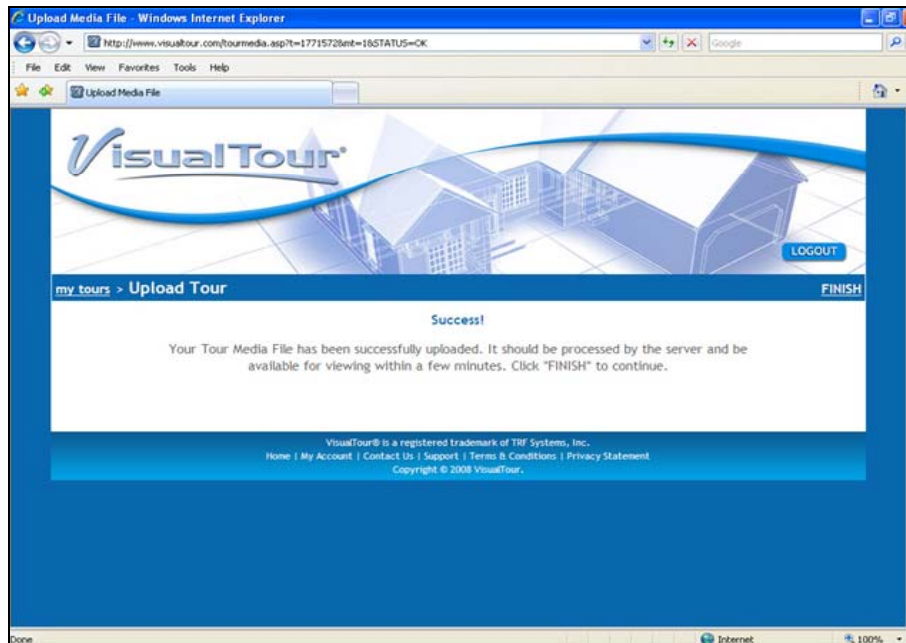
Your tour will now be pulled from your local computer and placed on the Internet.

F.Y.I.

Note: An *Upload Progress* window appears, displaying the progress of your tour upload.



7. When the “**Success!**” message shown below appears, click **Finish**.

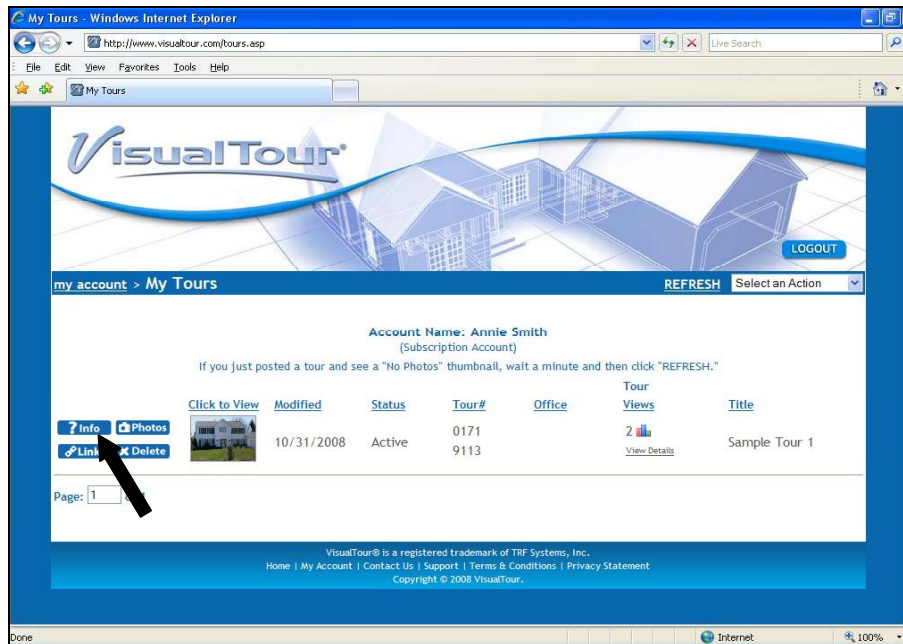


Your tour is now active on the Internet. You will receive an email within a couple of minutes with the link to your tour.

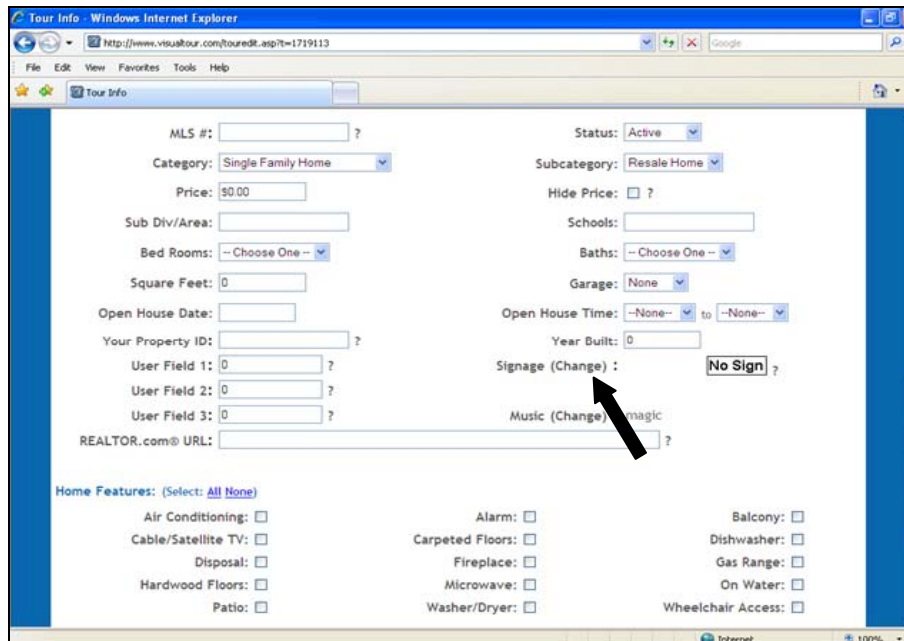
Editing and Fine-Tuning Your Tour

Once your tour has been uploaded, you may want to view the tour or make changes. VisualTours can be edited at any time.

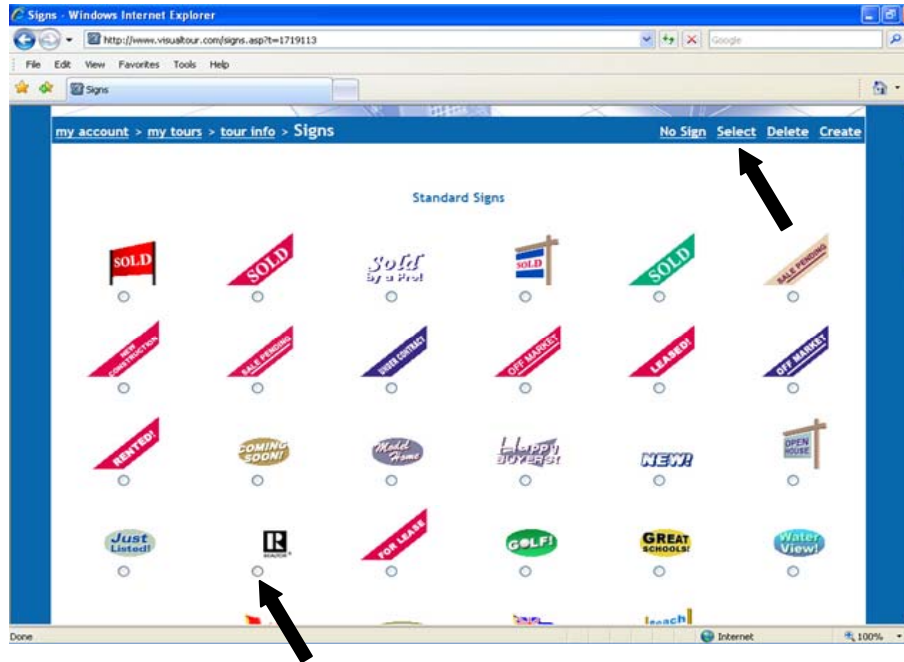
1. To make price changes, correct typos, change the property's specific information, change the music or add signage, click **Info**.



2. Scroll down about three quarters of the page and click on **(Change)** in the signage section.



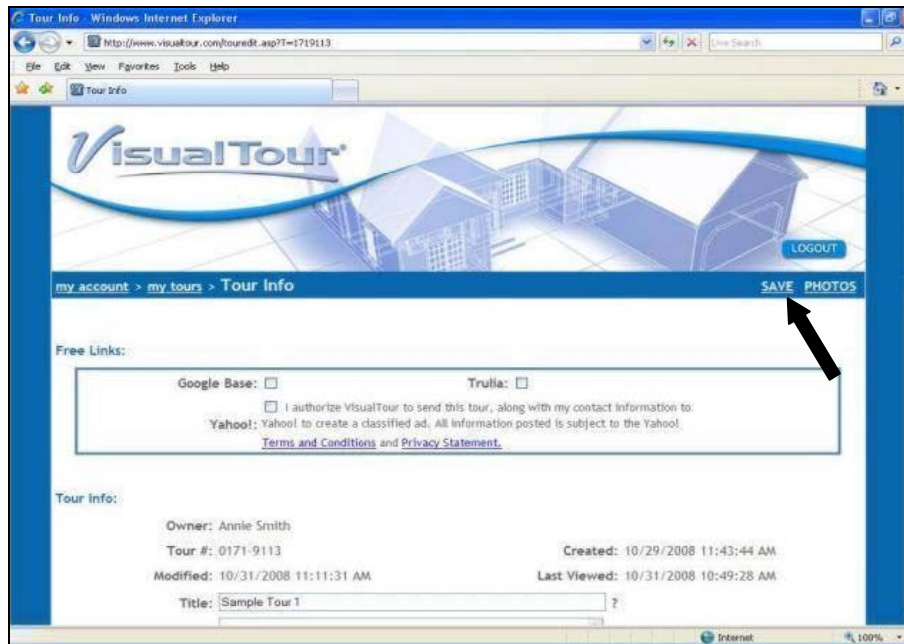
- To choose a sign, click the radio button below the desired image, then click **Select** in the upper or lower right.



F.Y.I.

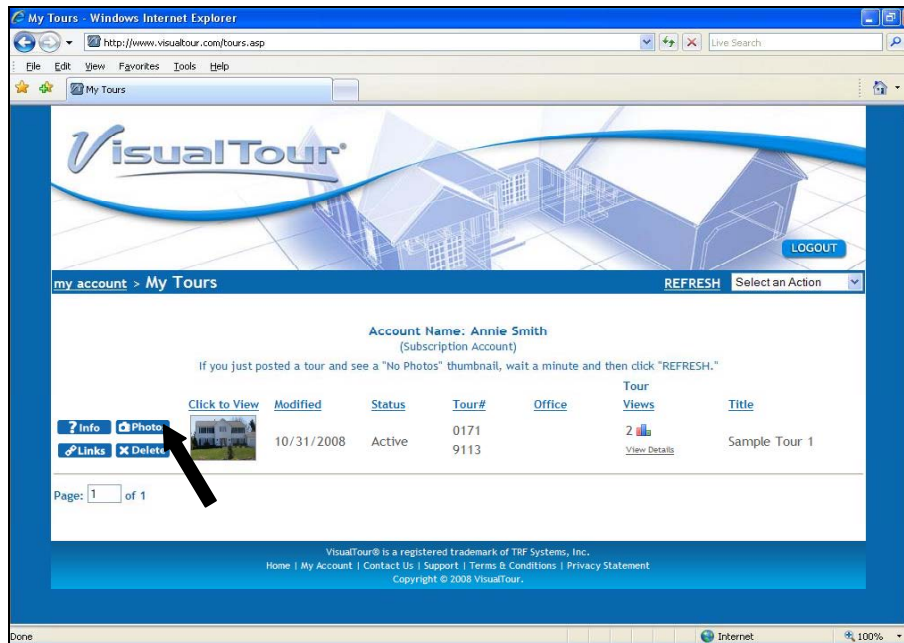
Note: If you select any branded signs, don't worry, they do not appear on unbranded tours.

- If you'd like to make any additional changes, e.g., price changes, add additional property description, etc., make the changes and click **Save**. Your changes will **not** update the listing in your MLS.

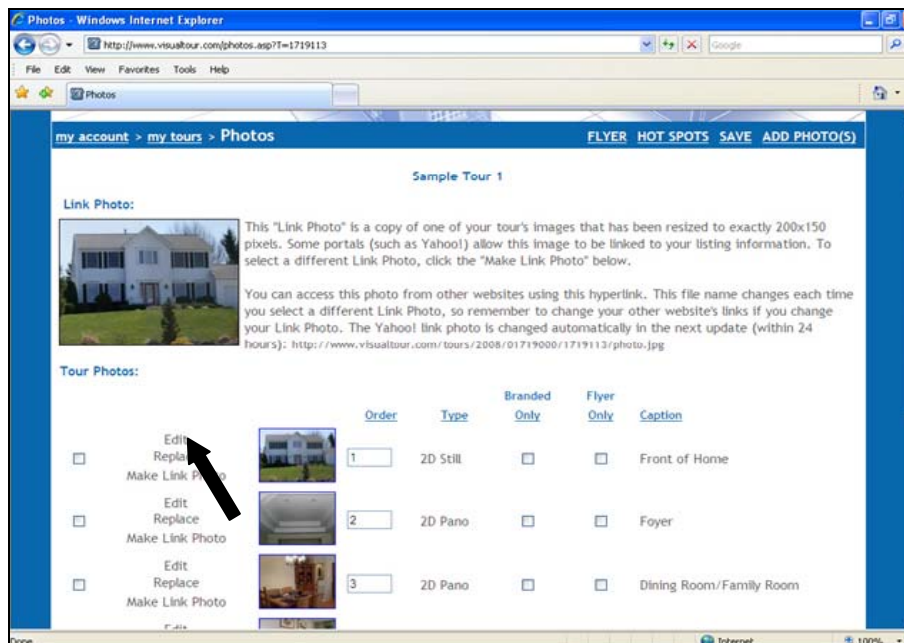


Changing Scene Captions and Descriptions

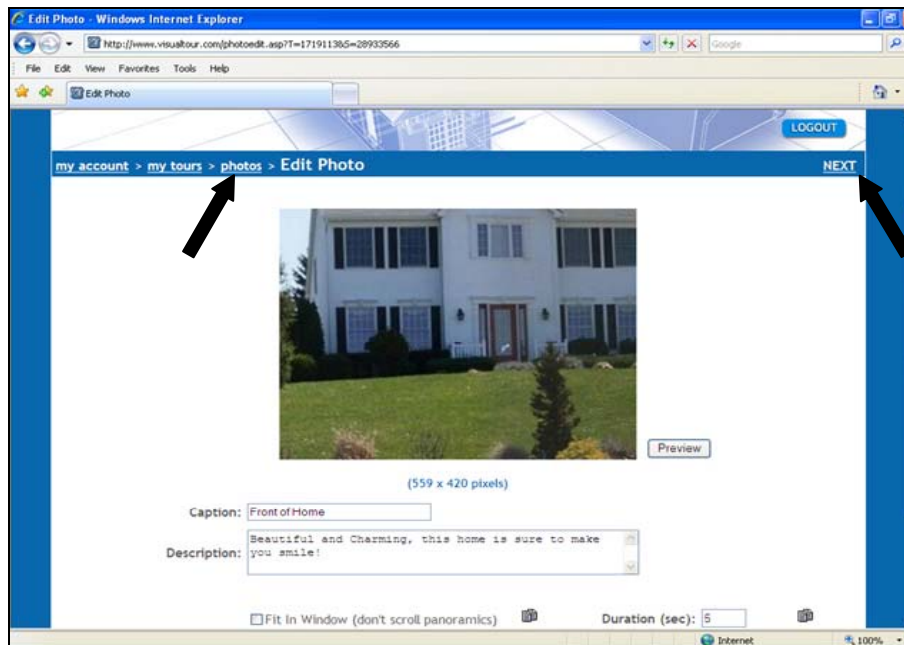
1. To change scene captions, or photo descriptions, click the **Photos** button.



3. Click **Edit** next to photo you would like to change.



4. Make the desired changes and click **Next** to get to the next photo, or click **Photos**. For the purpose of this training click **Photos**.

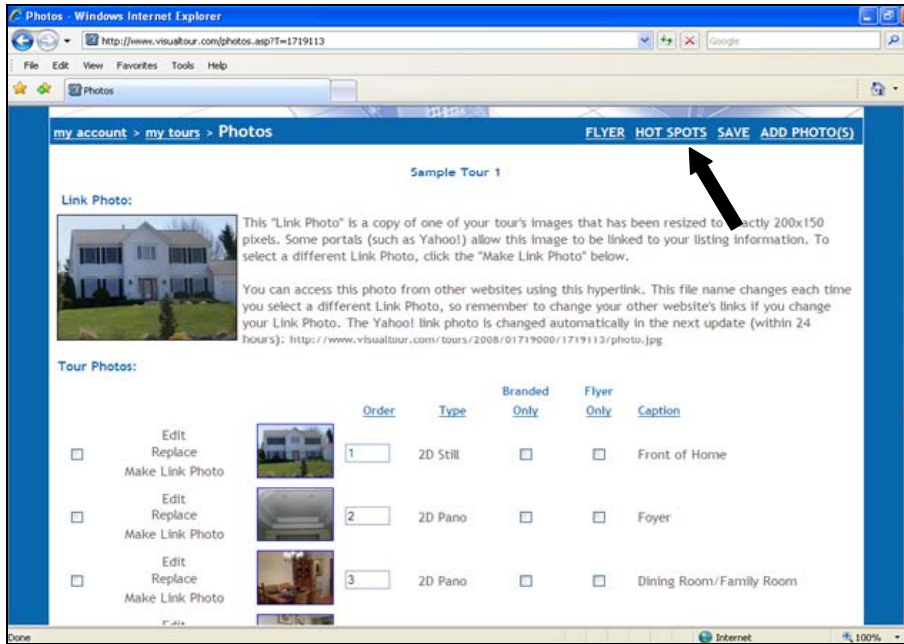


Adding Hot Spots to your tour

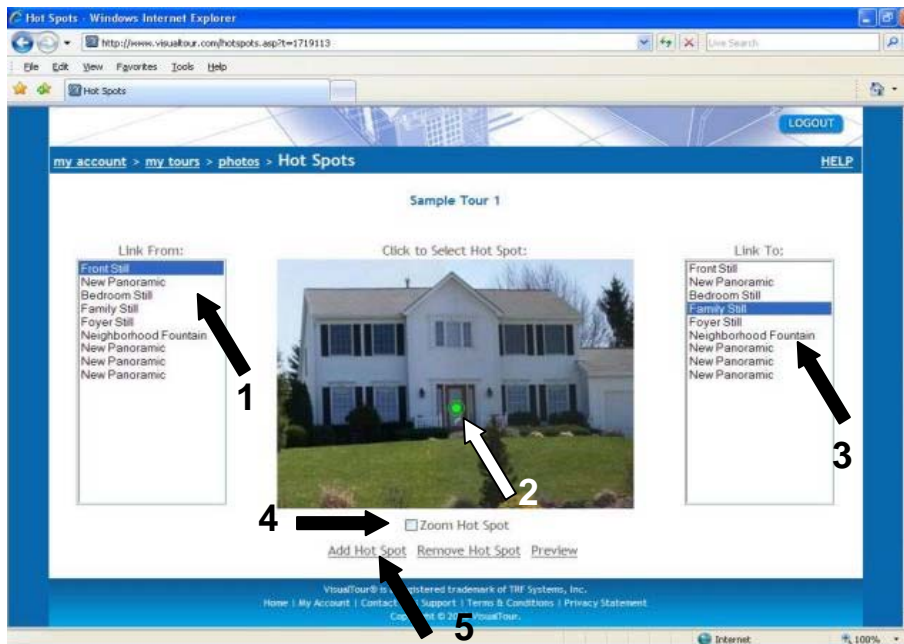
Adding Hot Spots to your tour

VisualTour provides the ability to add “**Hot Spots**” within your tours. These areas appear as circular red targets and can be placed within any of the tour’s photographs. They allow the viewer to make navigational choices similar to actually previewing the property in person.

1. On the Photos page, click **Hot Spots**.



1. Just like taking the pictures, start from the left and go to the right. On the left panel select the photograph on which you want to place the Hot Spot (**Front View** in this example).



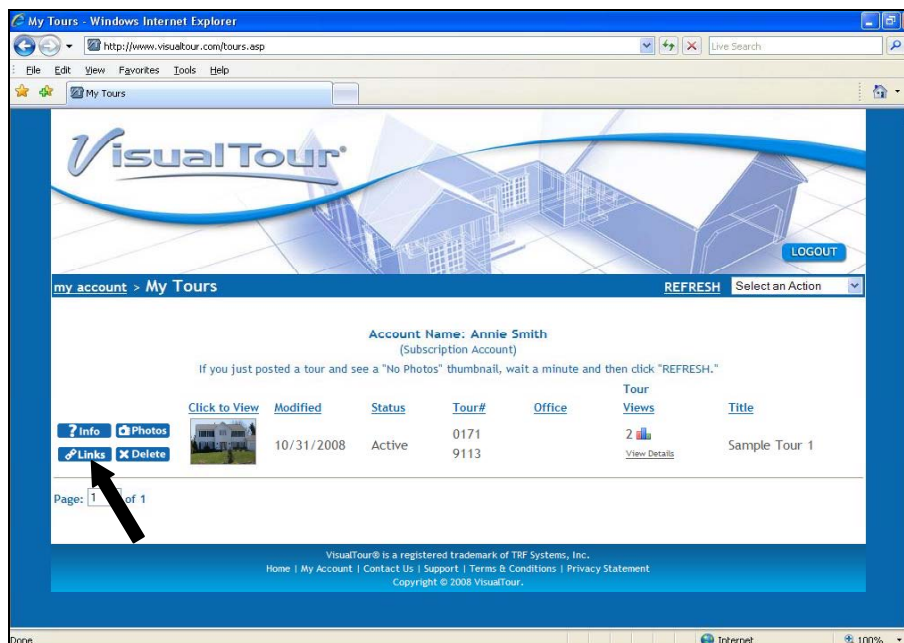
2. Click the desired location of your Hot Spot on the photograph (depicted by a circle in the illustration above).
3. On the right panel, select the photograph you want to display when the client picks this Hot Spot (**Family Still** in this example).
4. Check **Zoom Hot Spot**.
5. Click **Add Hot Spot**. The green Hot Spot turns red to indicate that it is posted and available on your tour.

To see how this feature works, click **Preview**, and then click the red Hot Spot after the tour opens. Click the **X** (close) button when you are finished and click on **My Tours**.

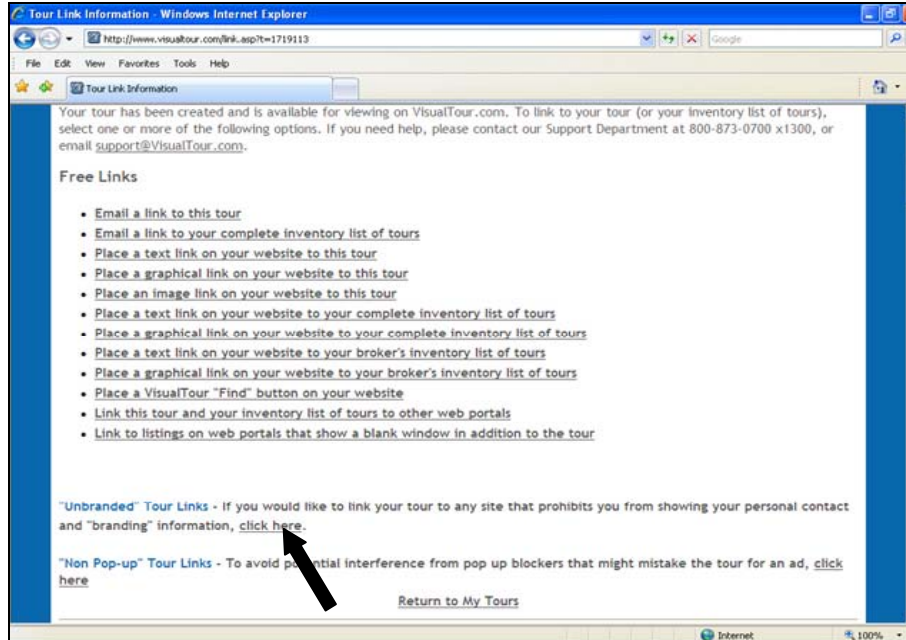


Linking your tour to your MLS

1. From the My Tours page, click the **Links** button to the left of the tour you wish to link.



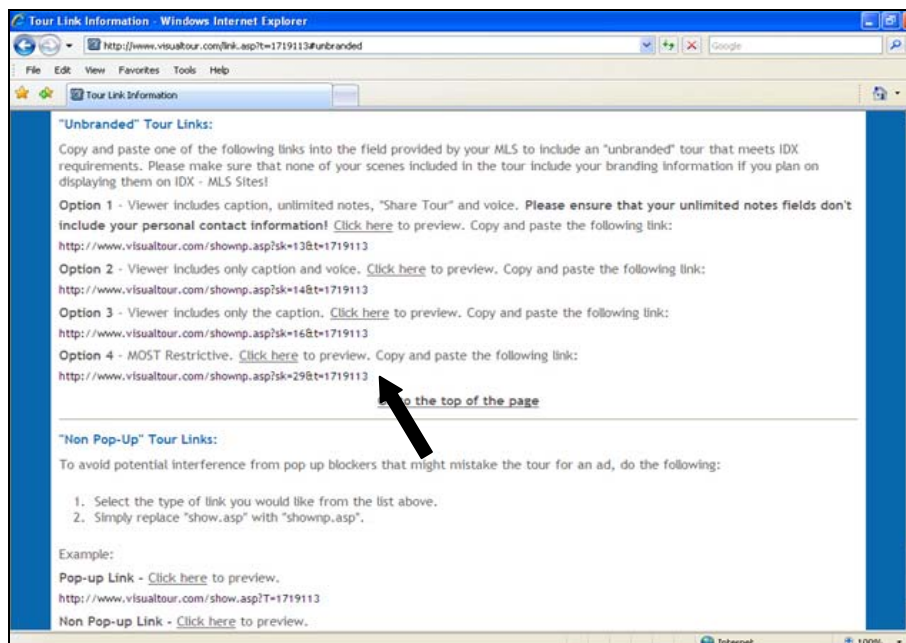
- Click “**click here**” in the “**Unbranded**” Tour Links section of the screen to view linking options for your MLS listing.



This page provides lots of linking information and instructions to distribute your tour.

- Select any of the four options provided: option 1 is the least restrictive and shows descriptions, while option 4 is the most restrictive.

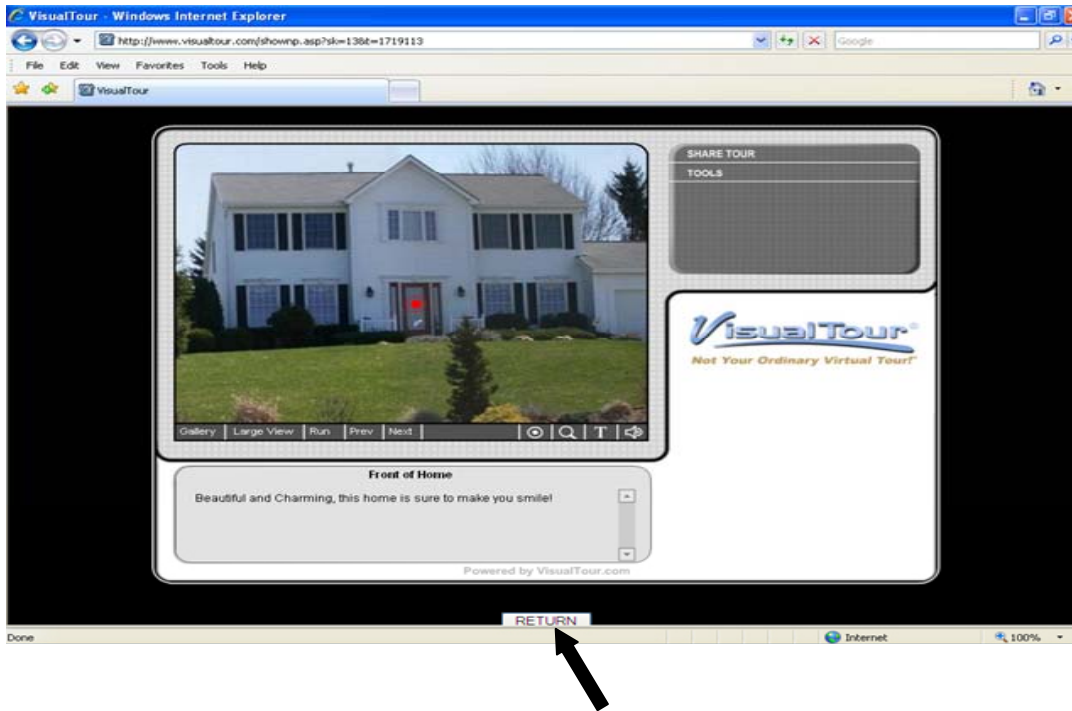
To view the unbranded version, click “**Click here**” for the appropriate option. To place the link onto your MLS listing, highlight, right-click and copy the link, open the listing on your MLS system, and paste the link into the virtual tour field.



F.Y.I.

Note: The easiest way to copy something is to click on the area three times very fast, then right-click in the selected area and copy.

4. To close the tour, click **RETURN** at the bottom of the screen, and then click **My Tours**.

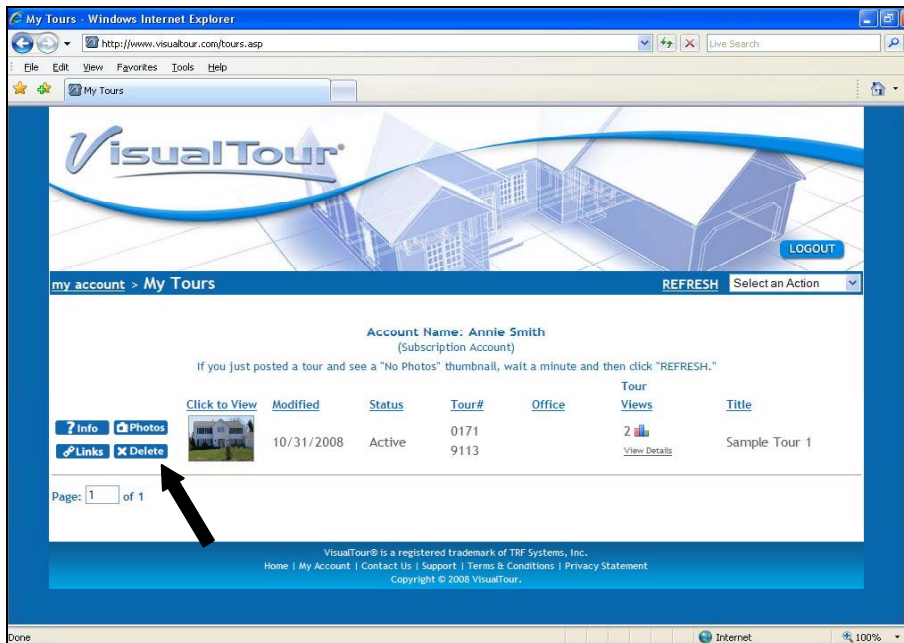


Deleting A Tour

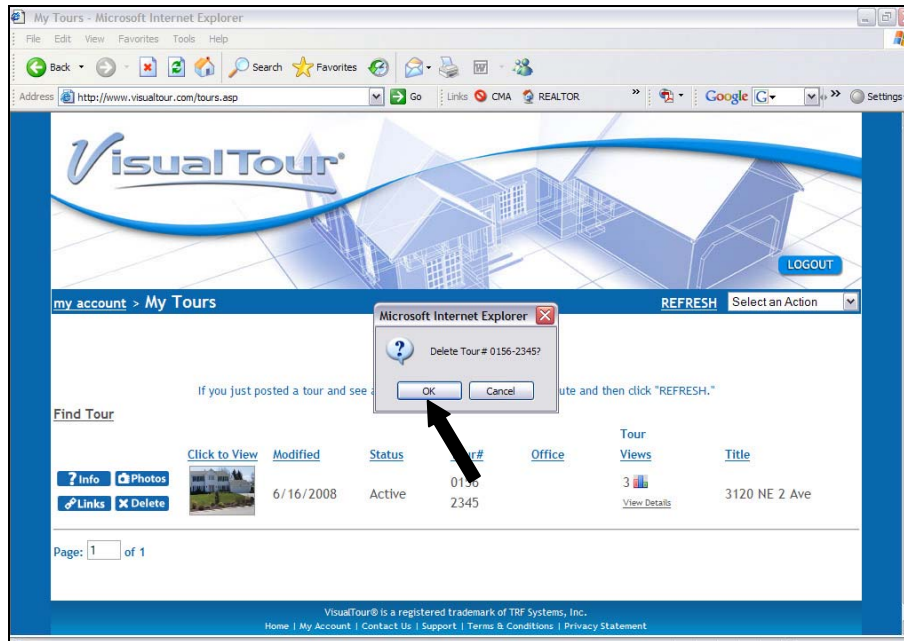


Caution: Do not delete this tour yet because we are still working with it.

1. If you wanted to delete a tour, click **Delete** next to the desired tour.



1. Click **OK** to confirm the deletion.

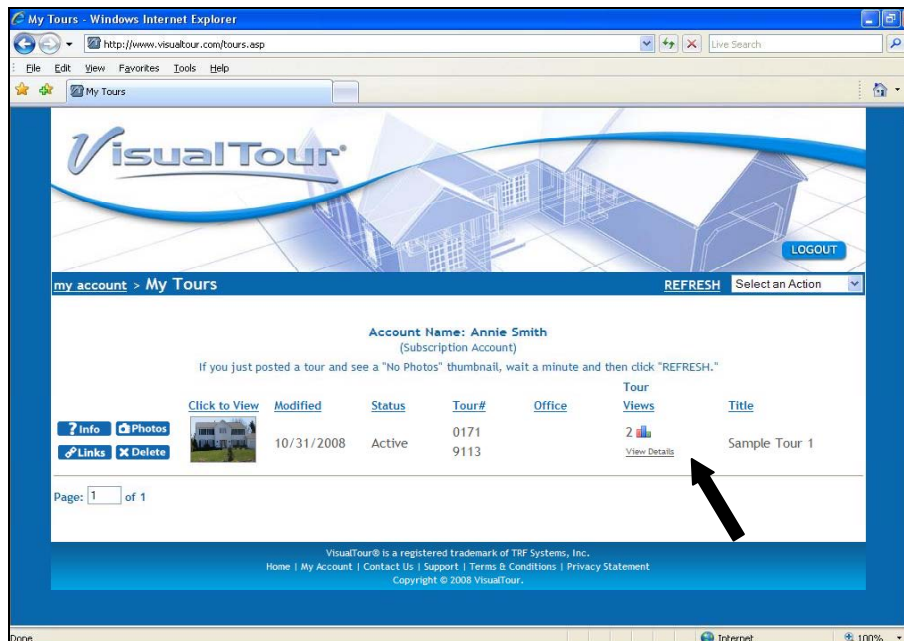


Note: Since you have unlimited tours available we recommend that you keep those sold tours in your inventory and showcase your sales skills. Just mark the tour status as **"Sold."**

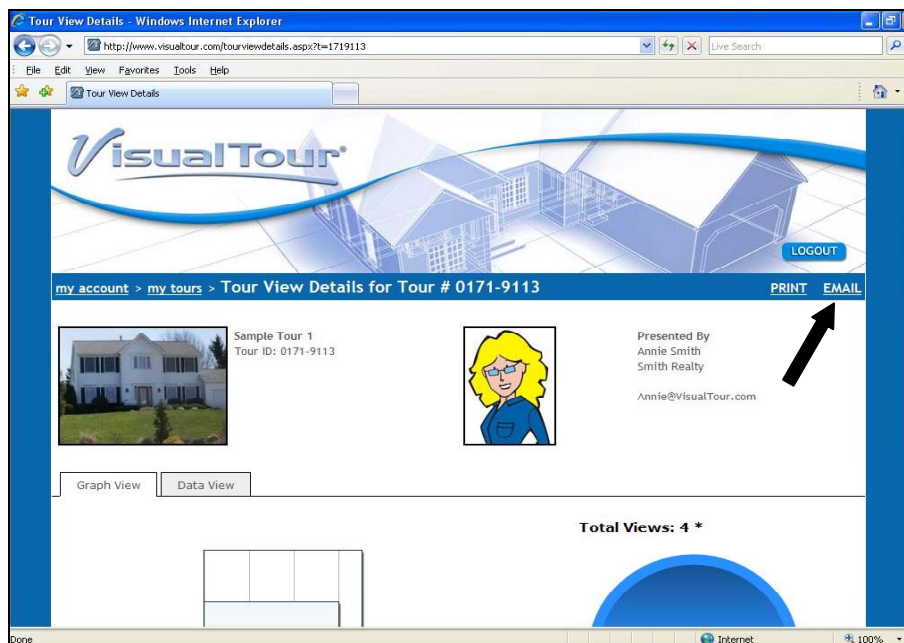
Viewing a tour's activity and statistics

VisualTour tracks viewing activity associated with your tour, which can be printed or emailed to your clients.

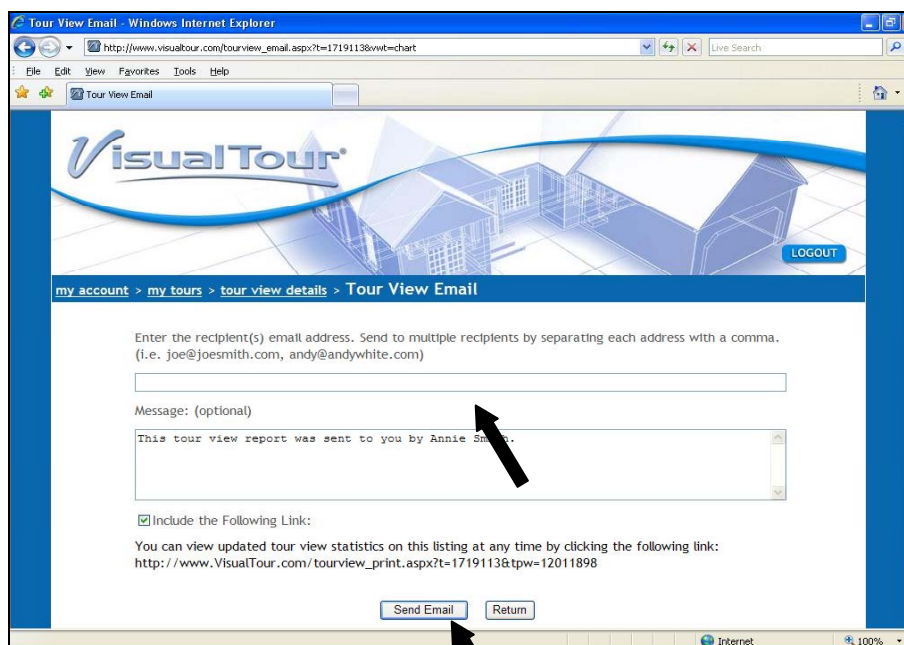
1. Click **View Details** to the right of the page.



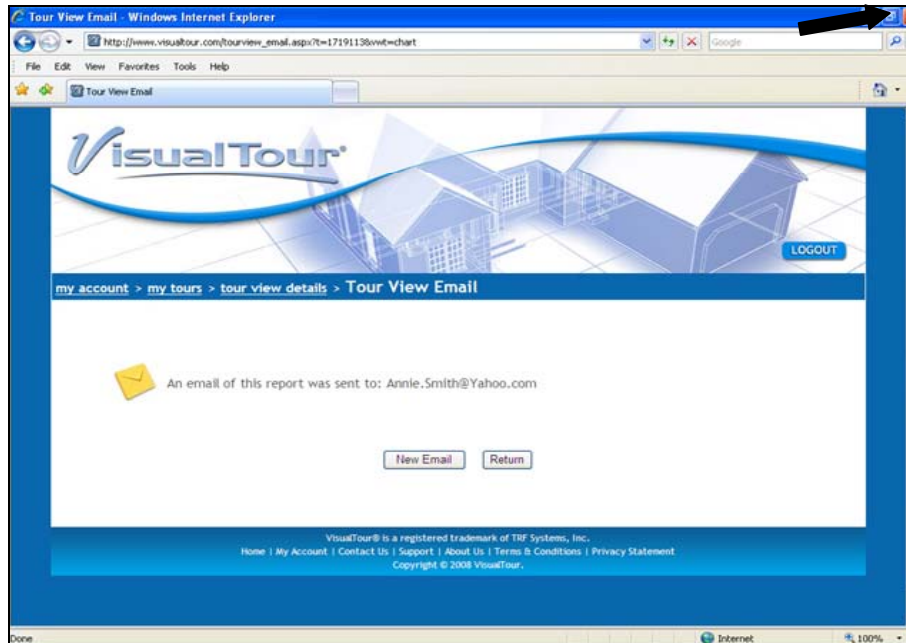
2. For this exercise, click **Email**.



3. Enter the email address of the recipient to whom you want to send this information and click **Send Email**.

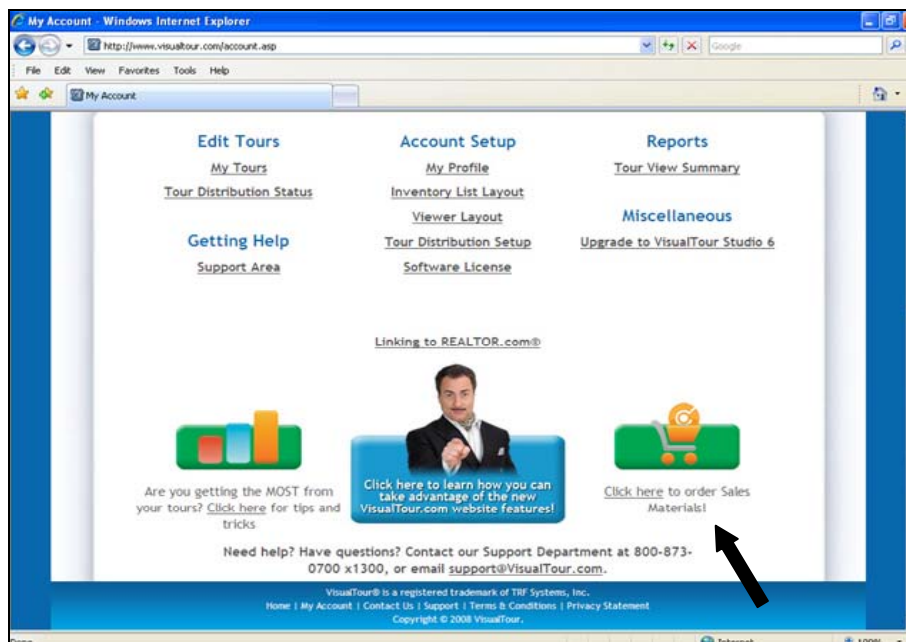


4. A confirmation screen appears, letting you know that your email has been sent. Click **Close Window**, and then click **my account**.



Ordering Sales Material

To order VisualTour Listing presentation CD Packets, click **Click Here to Order Sales Materials**.



Click **Buy Now** and follow the prompts on the screen.



For support and training, call 800-873-0700, and press 1.