



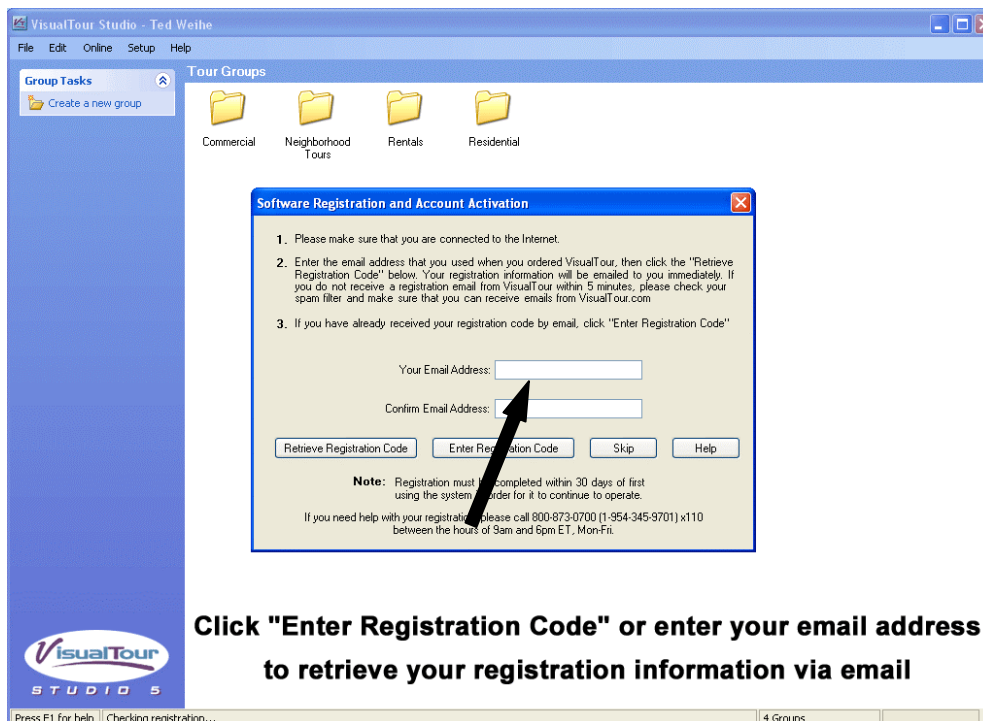
Not Your Ordinary Virtual Tour!

Quick Start Training Guide

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

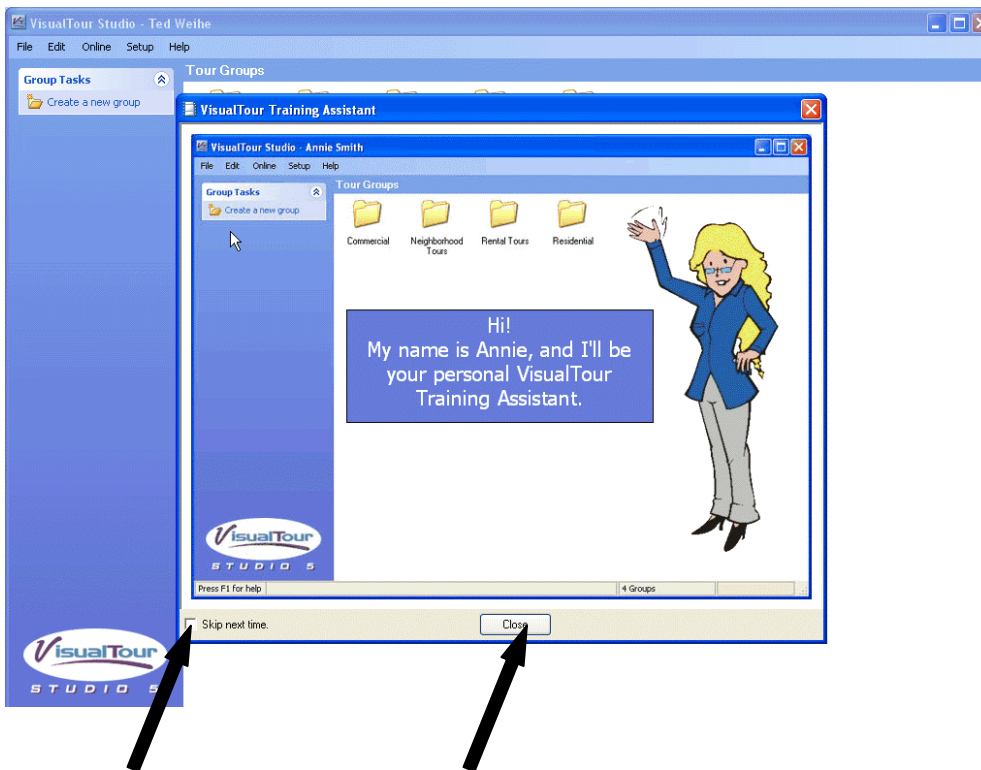
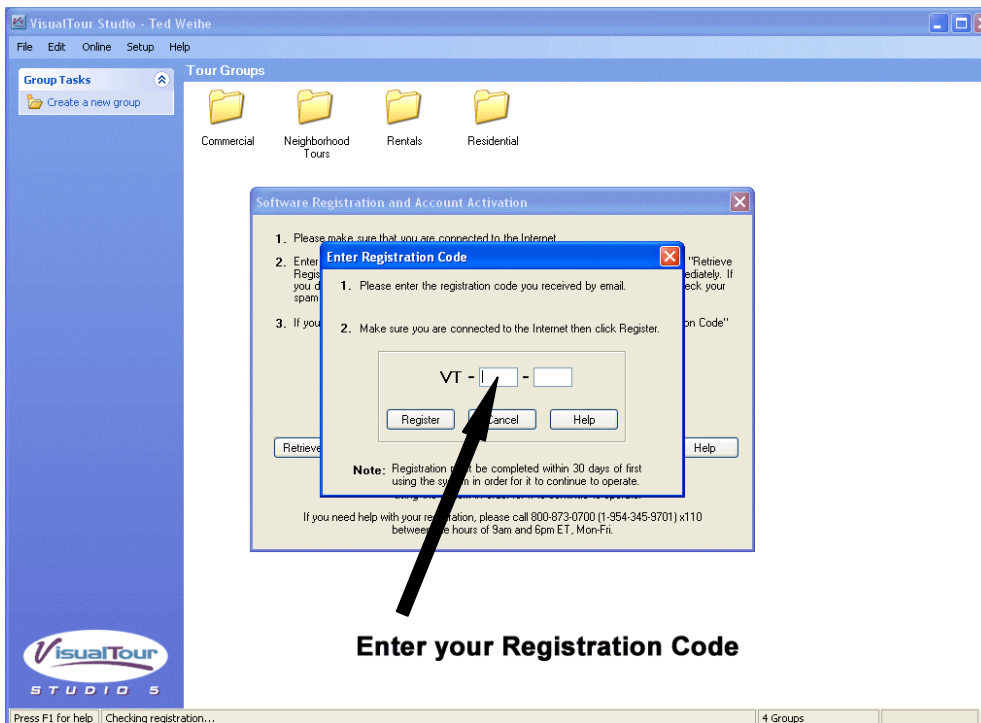


If you are using the software for the first time you will need to register.

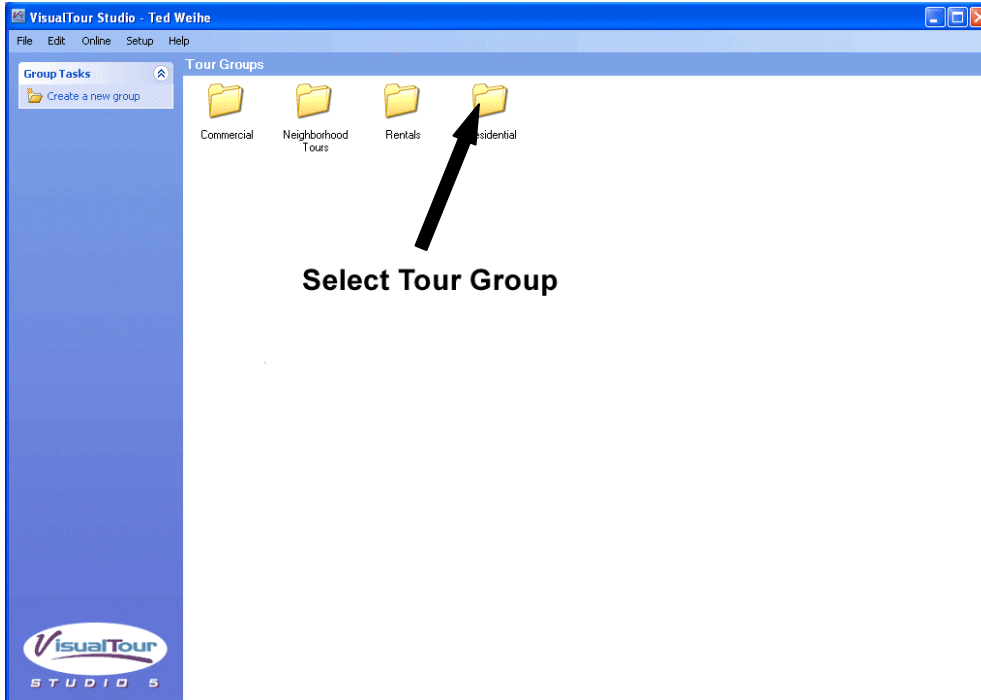


Click "Enter Registration Code" or enter your email address to retrieve your registration information via email

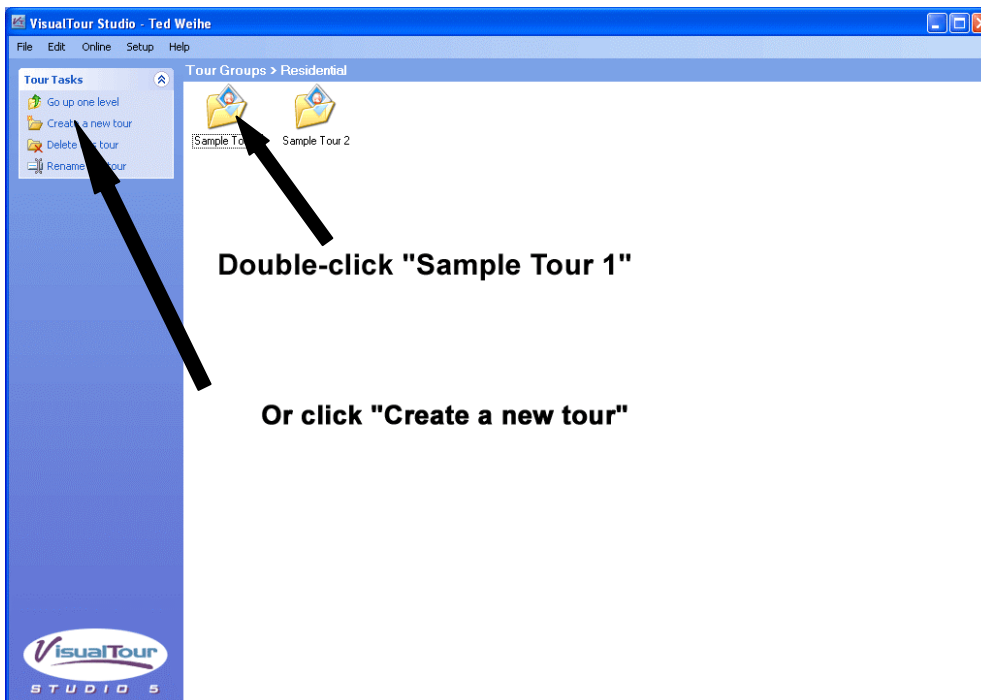
If you didn't receive your registration information, you can retrieve it via email by entering your email address twice and clicking "Retrieve Registration Code." Please check your email for the information you are requesting, and enter it on the following screen.



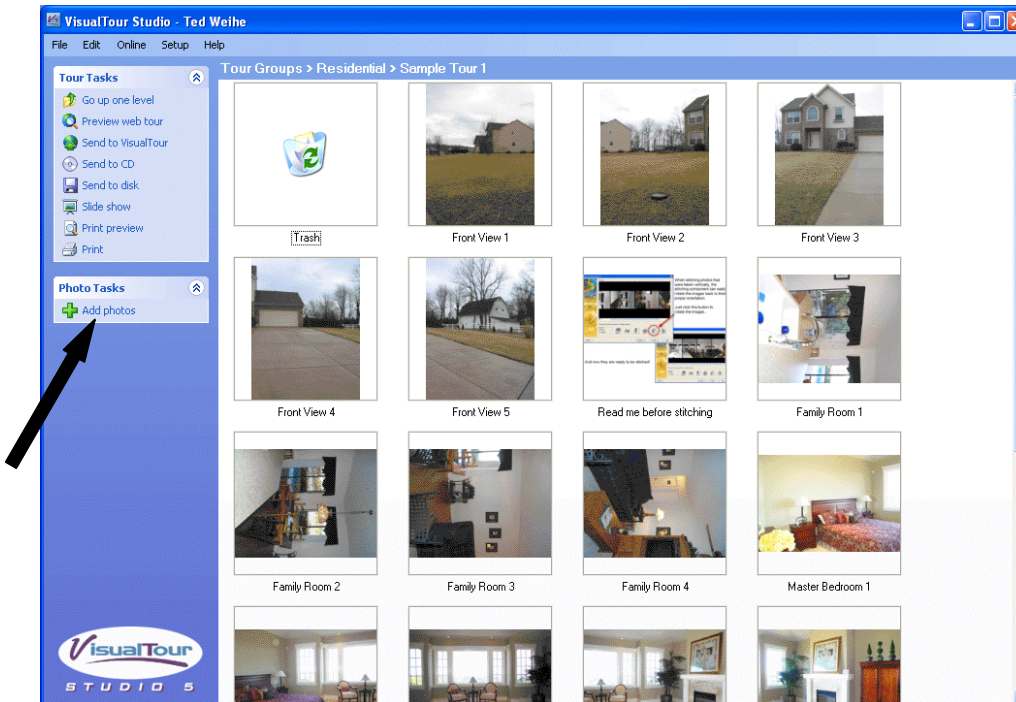
If you prefer not to see Annie in the future, click "Skip next time" in the lower left.



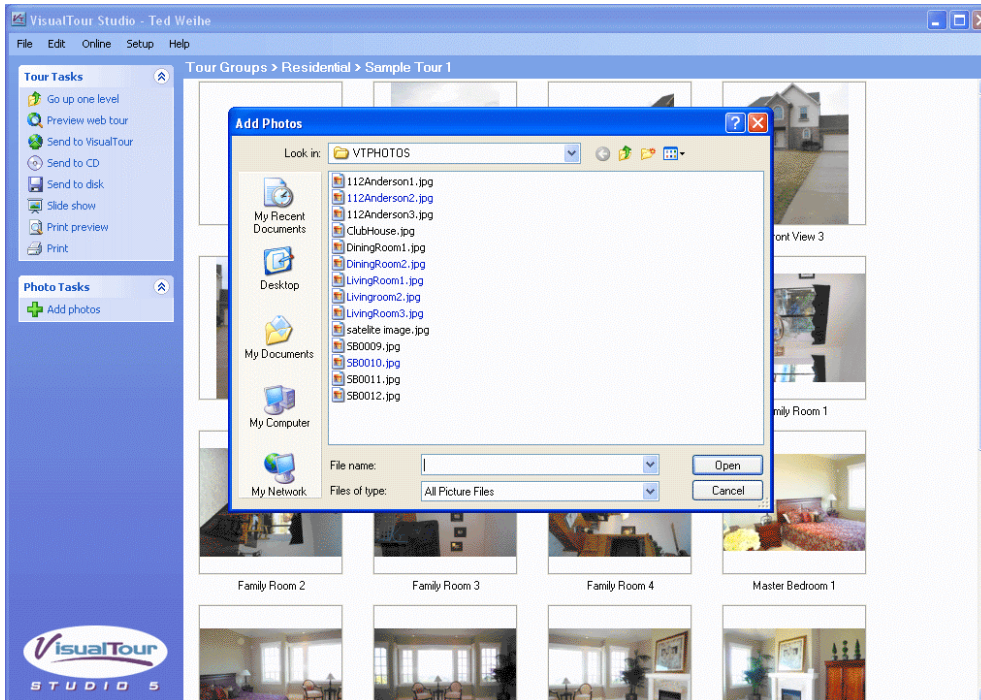
Select the Tour Group that best suits your tour by double clicking the folder, e.g., create a Residential tour in the "Residential" folder.



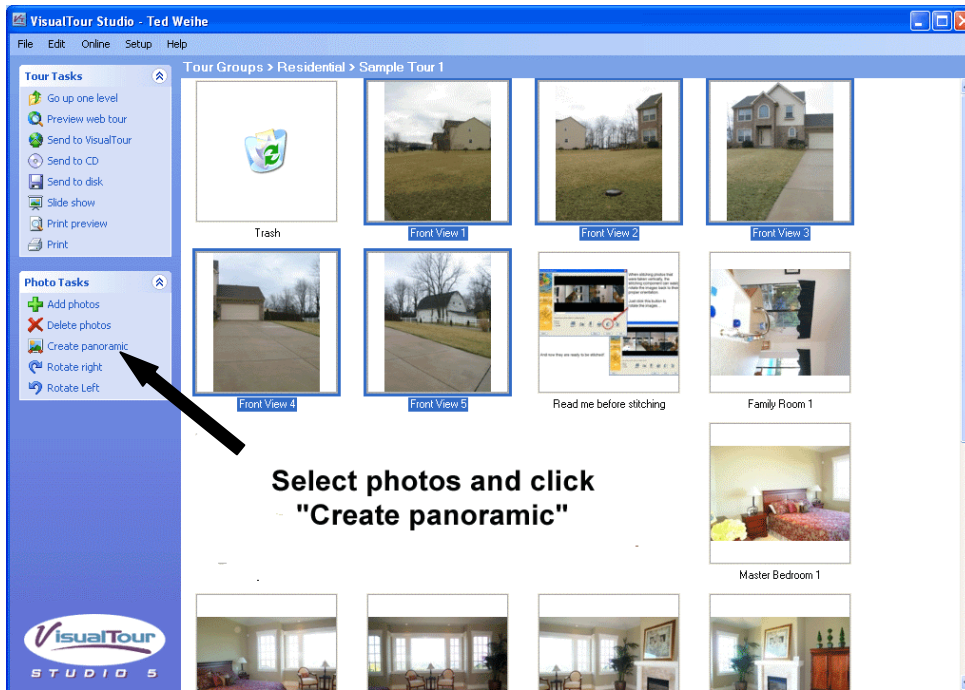
Since we already have sample pictures to practice with, we're going to double-click "Sample Tour1." You can create a new tour by clicking on "Create a new tour" on the left menu. This will create a new folder, please give the tour a name and double-click it.



We are going to continue working with the sample pictures in just a moment. If you've selected to create a new tour, you will not see any pictures on the screen. **To add your pictures, click "Add Photos."**

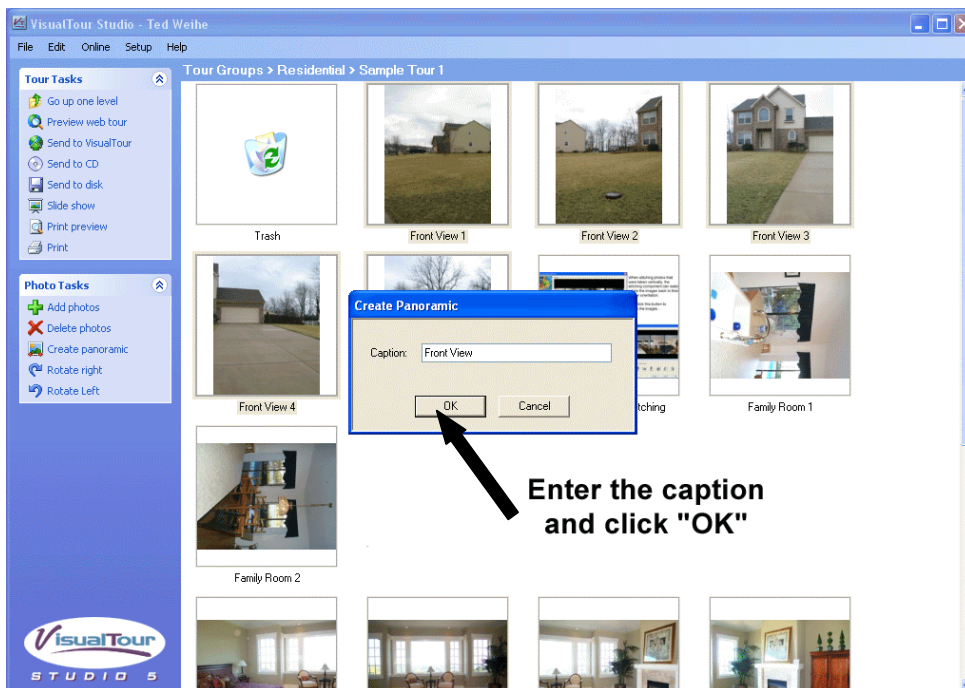


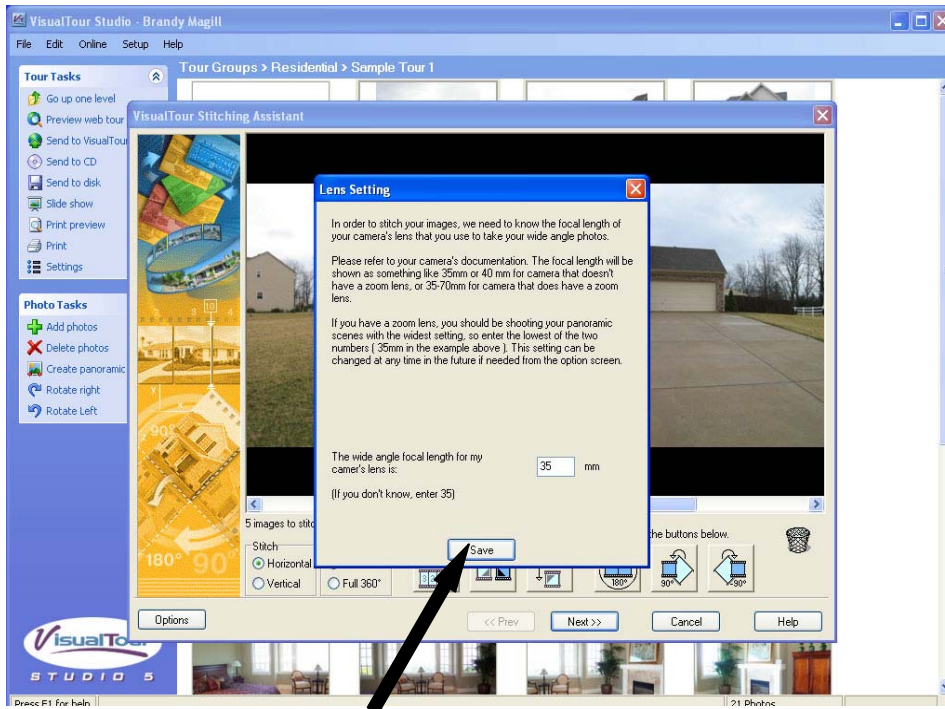
You can now browse for your images on your computer. **Select the images and click "Open."**



Select the images for your first panoramic.

1. Left-click the first image once. A blue box will appear around it indicating it's selected.
2. Hold the SHIFT key down and click the fifth image once. All five images will be selected.
3. Click "Create panoramic" on the left of the screen.





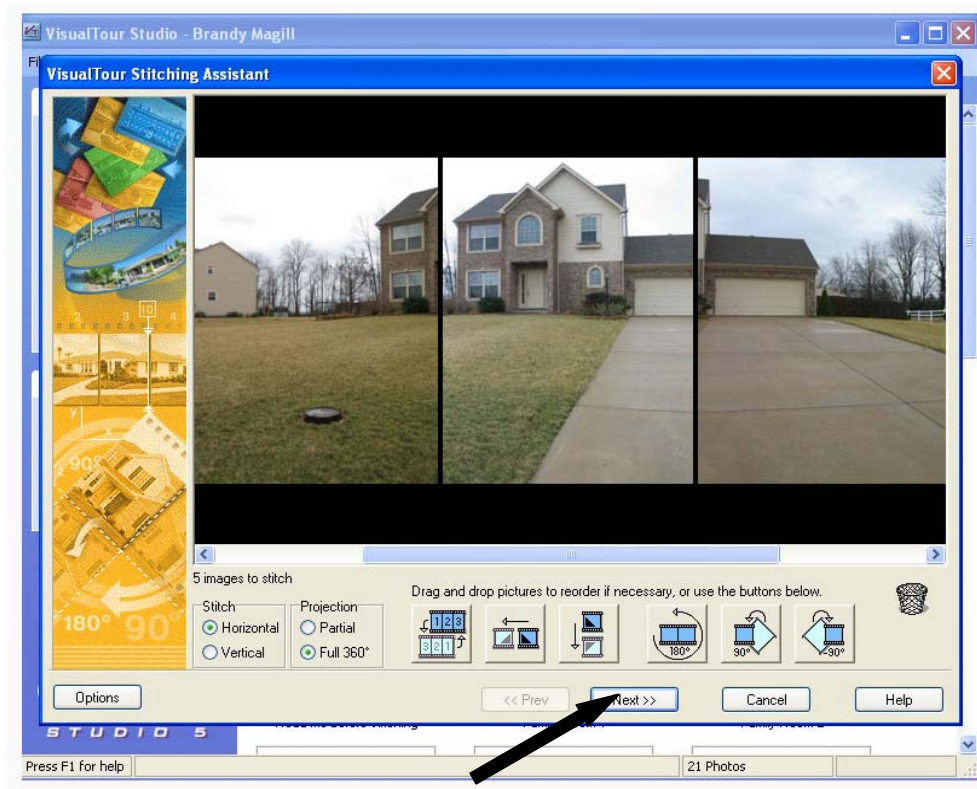
Click "Save"

In order to stitch your images, we need to know the focal length of camera's lens that you use to take your wide-angle photos.

Please refer to your camera's documentation. The focal length will be shown as something like 35mm or 40 mm for a camera that doesn't have a zoom lens, or 35-70 mm for a camera that does have zoom lens.

If you have a zoom lens, you should be shooting your panoramic scenes with the widest setting, so enter the lowest of the two numbers (35mm in the example above). This setting can be changed at any time in the future if needed from the options screen.

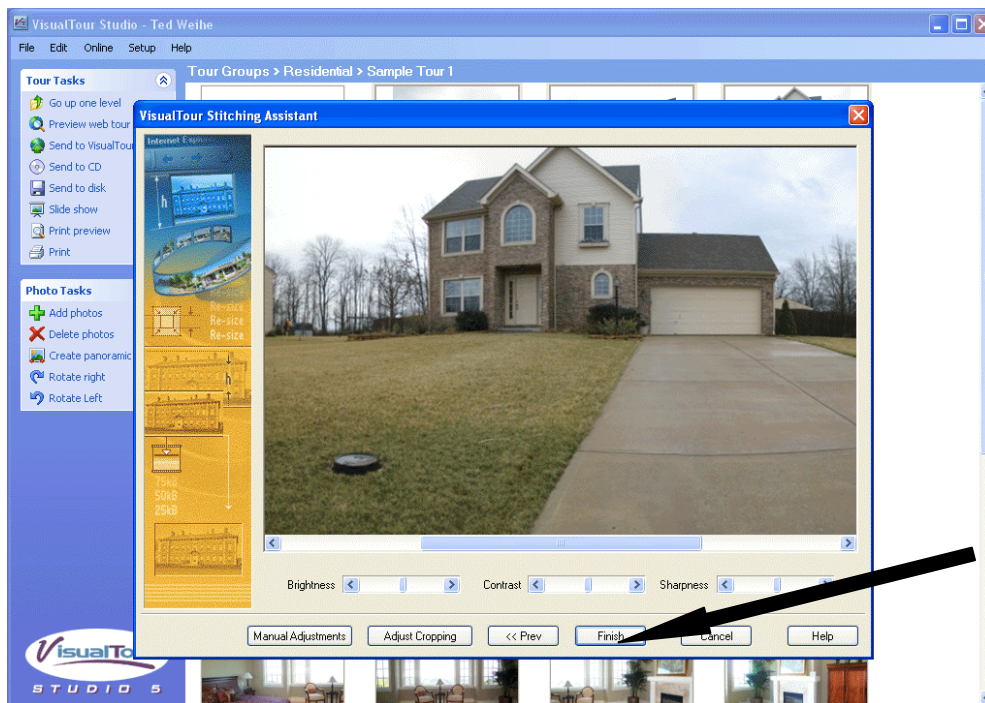
If you don't know the focal length of your camera, save it at 35mm.



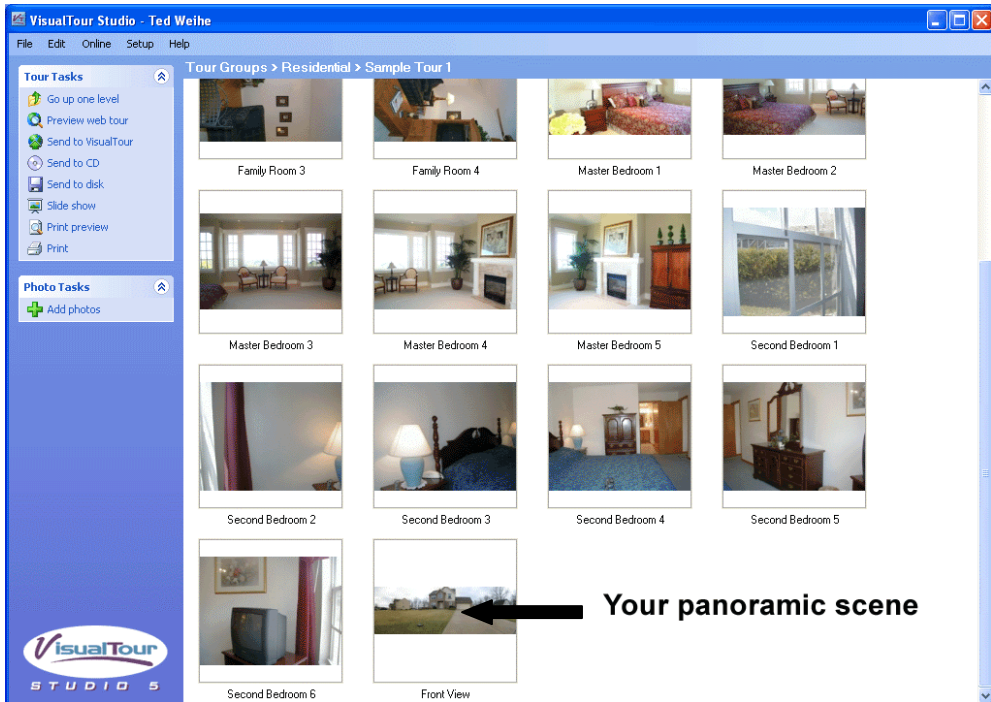
Click “Next” to stitch

The VisualTour Stitching Assistant will be launched. As you can see in this example:

- The images are lined up correctly from left to right.
- The images are overlapping by about 20%
- The images are level



The photos will be stitched automatically into one seamless panoramic scene. You can adjust Brightness, Contrast or Sharpness if you wish. **Click “Finish” to continue.**

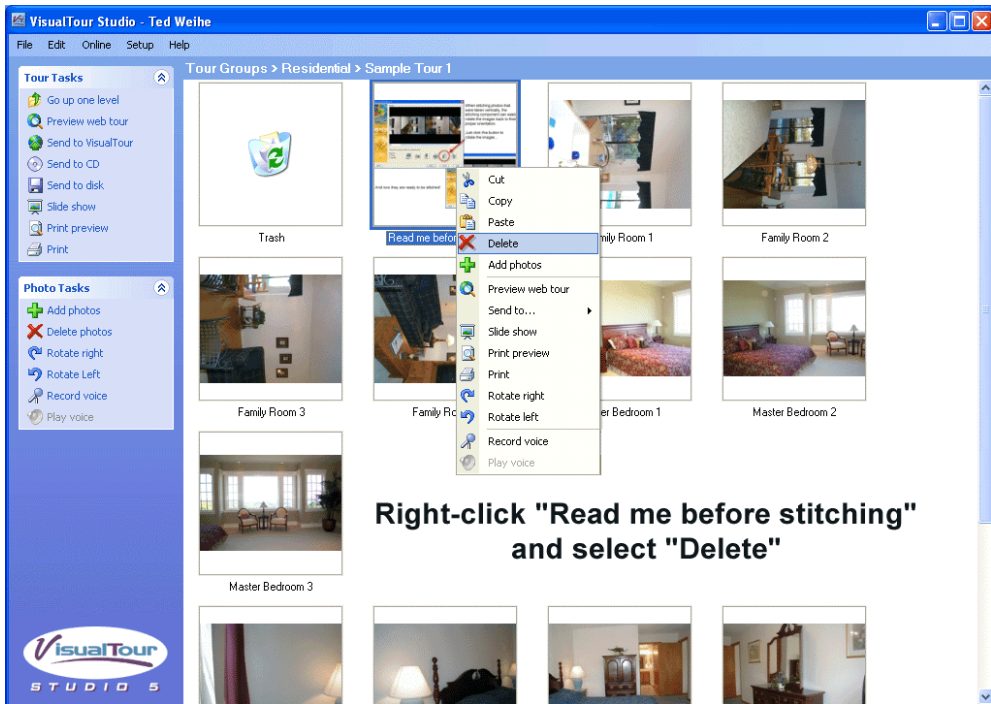
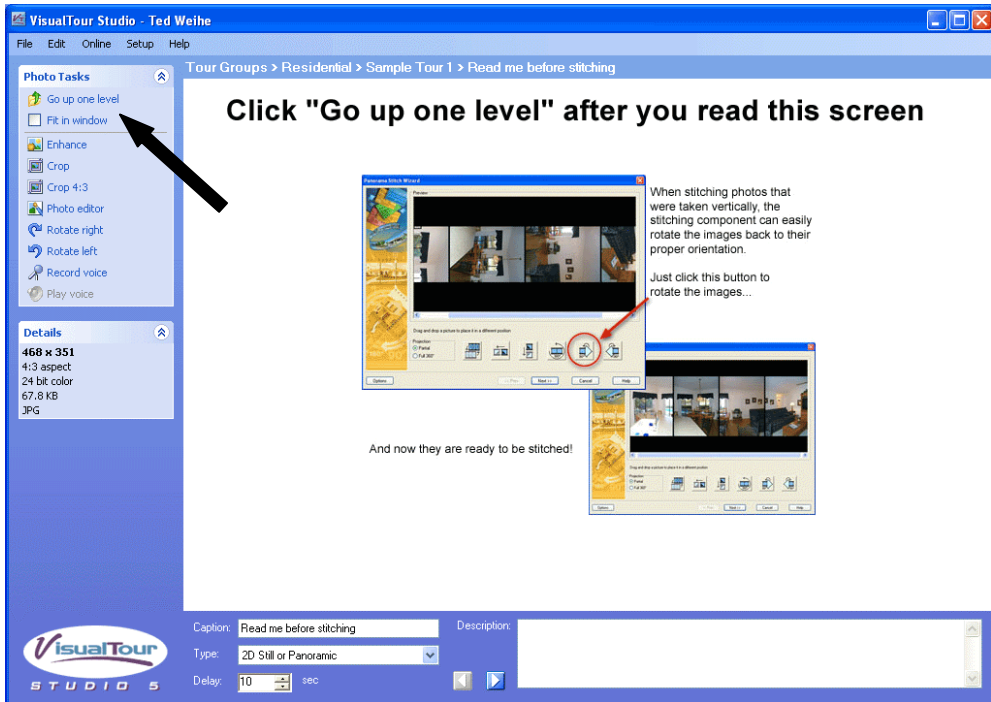


Notice that the individual pictures we used for the first panoramic are now gone. Don't worry! They have only been moved into the trash folder so you won't get them mixed up with other panoramics. Your "Front View" panoramic is right there on the bottom.

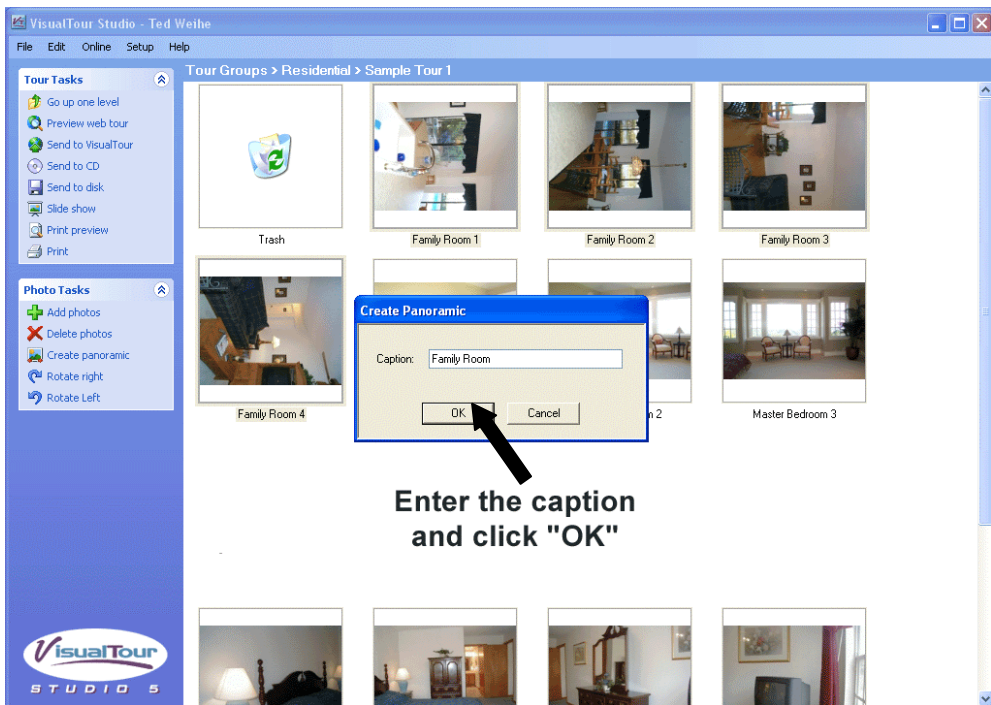
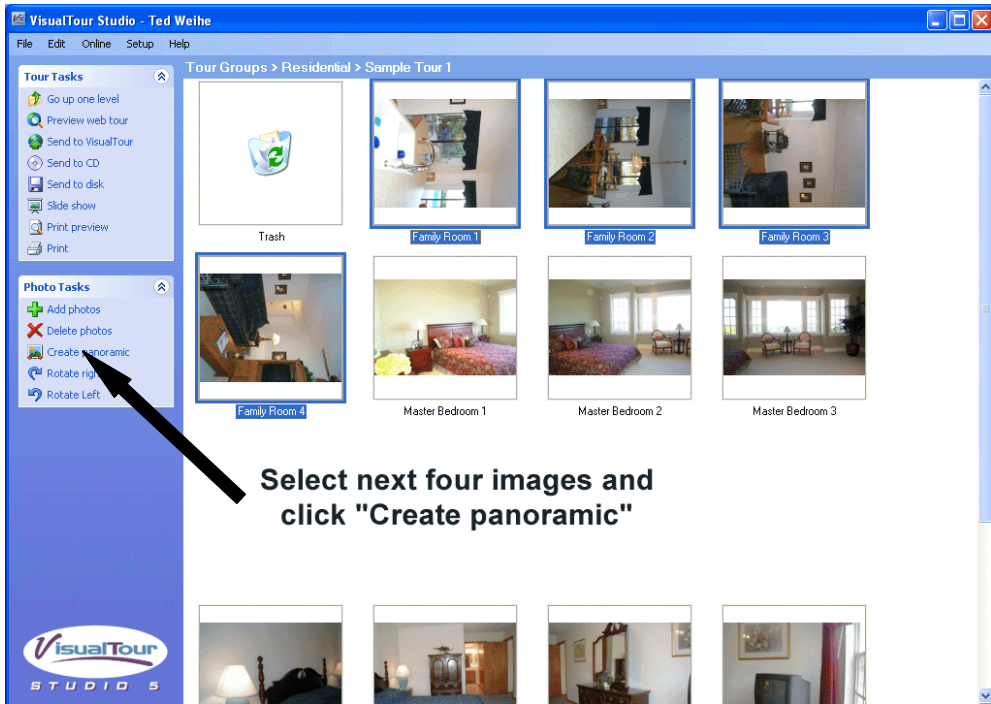
Now that we have finished the first panoramic, please double-left-click the picture titled "Read me before stitching." It will show the following important information:

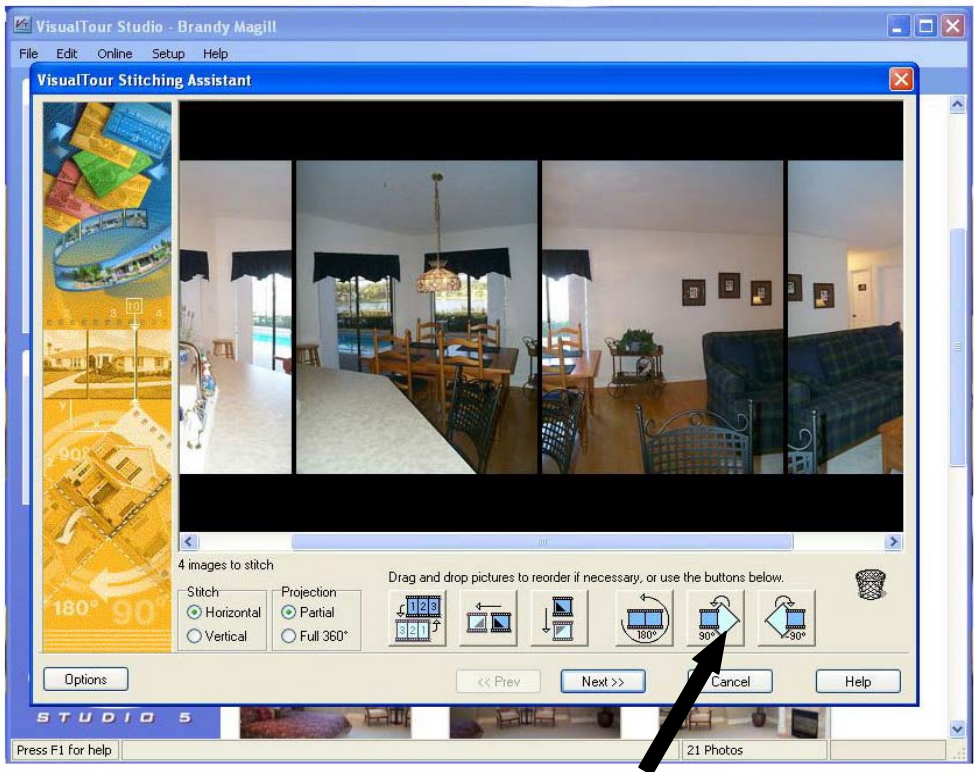
When stitching photos that were taken vertically, the stitching component can easily rotate the images back to their proper orientation.

You use either "Rotate 90 Degrees Counterclockwise" or "Rotate 90 Degrees Clockwise" depending on how you held your camera.

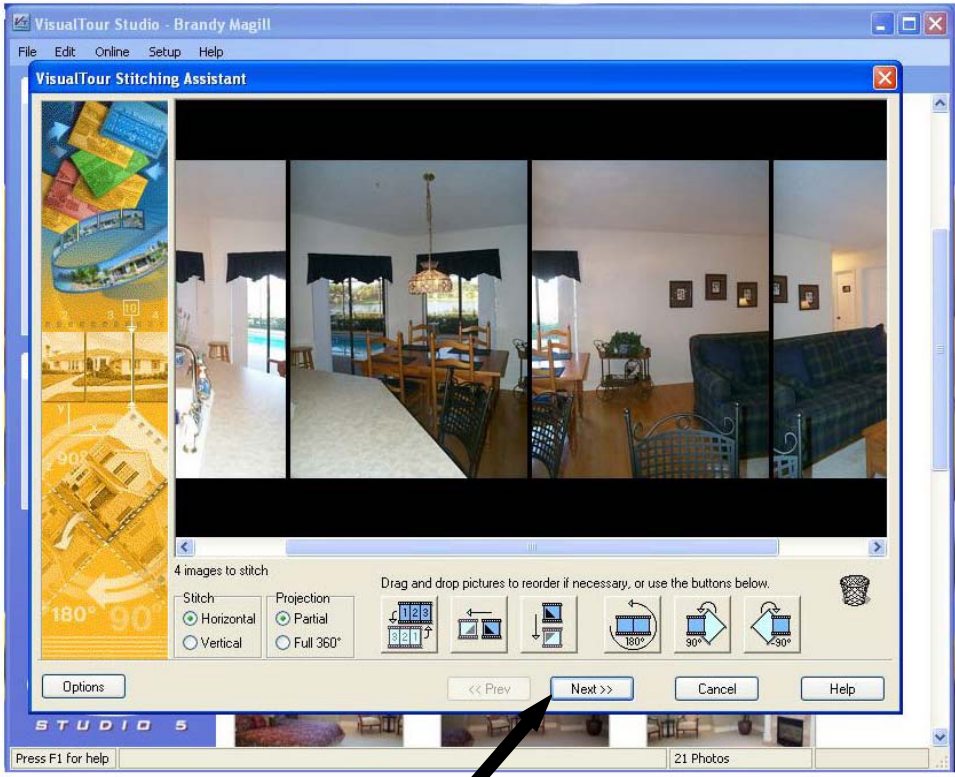


Since we don't need this picture as part of our tour we can easily remove it by right-clicking it and selecting "Delete."

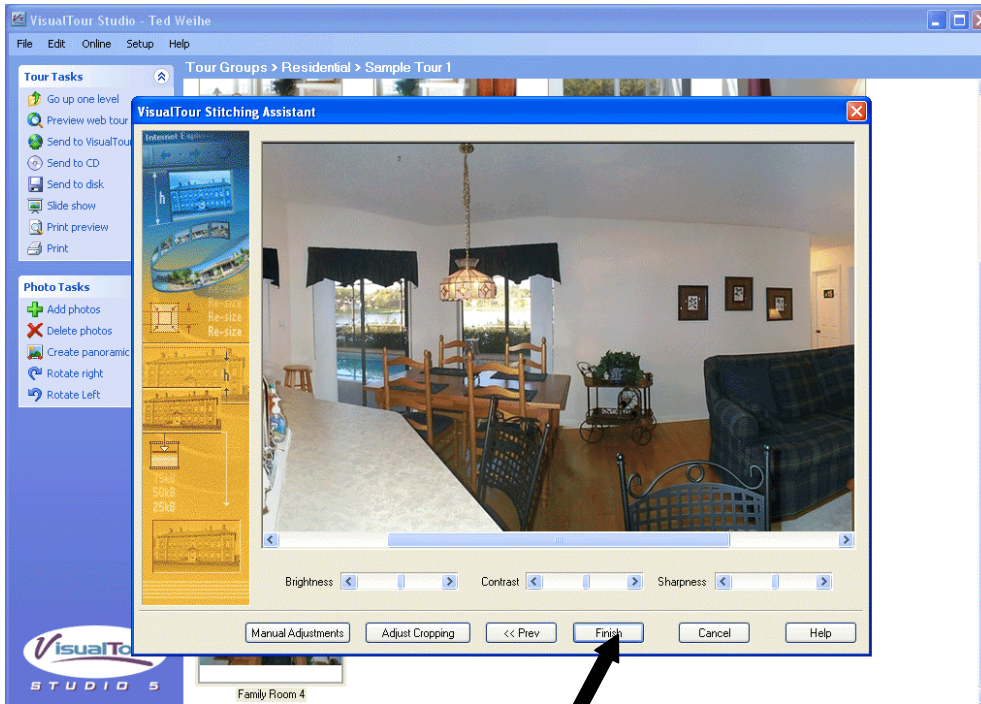




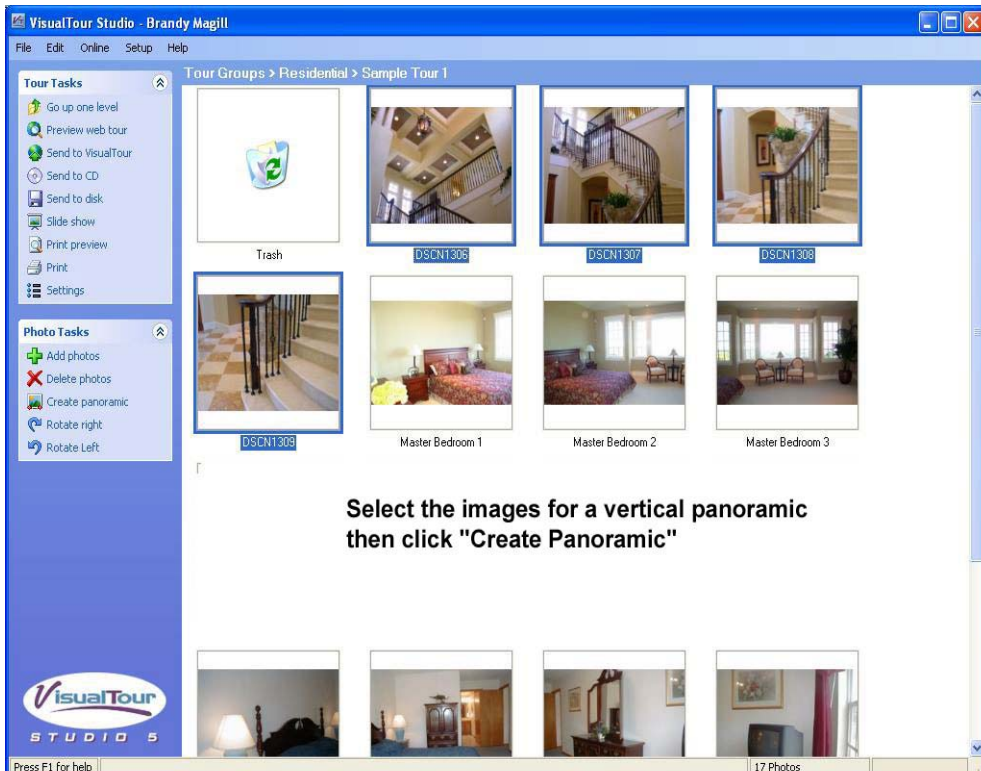
Click "Rotate 90 Degrees Counterclockwise" button

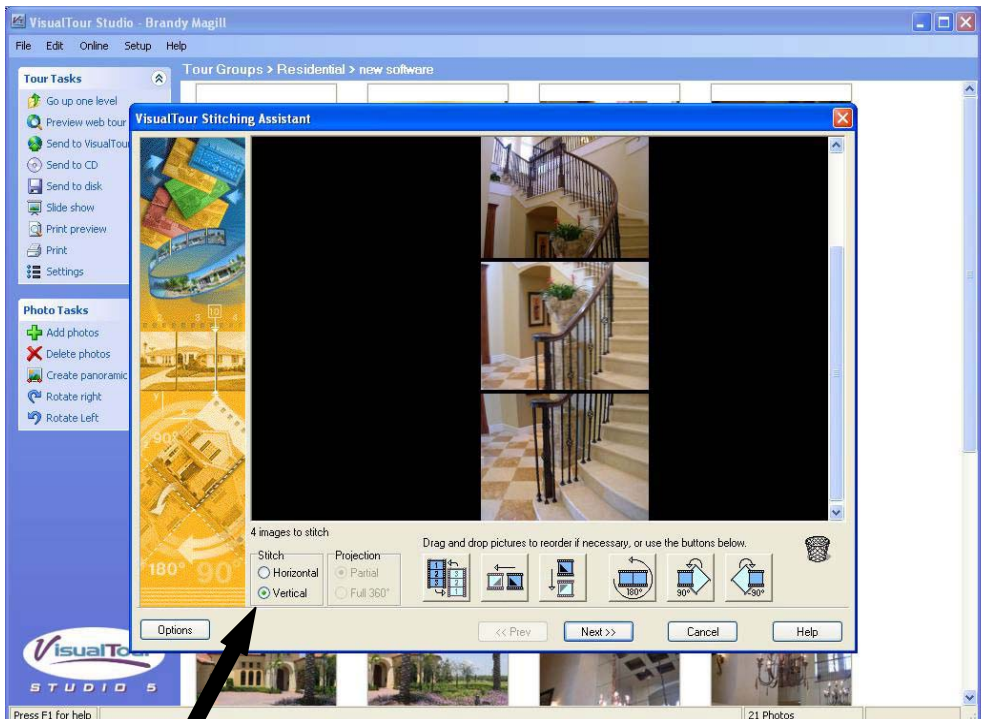
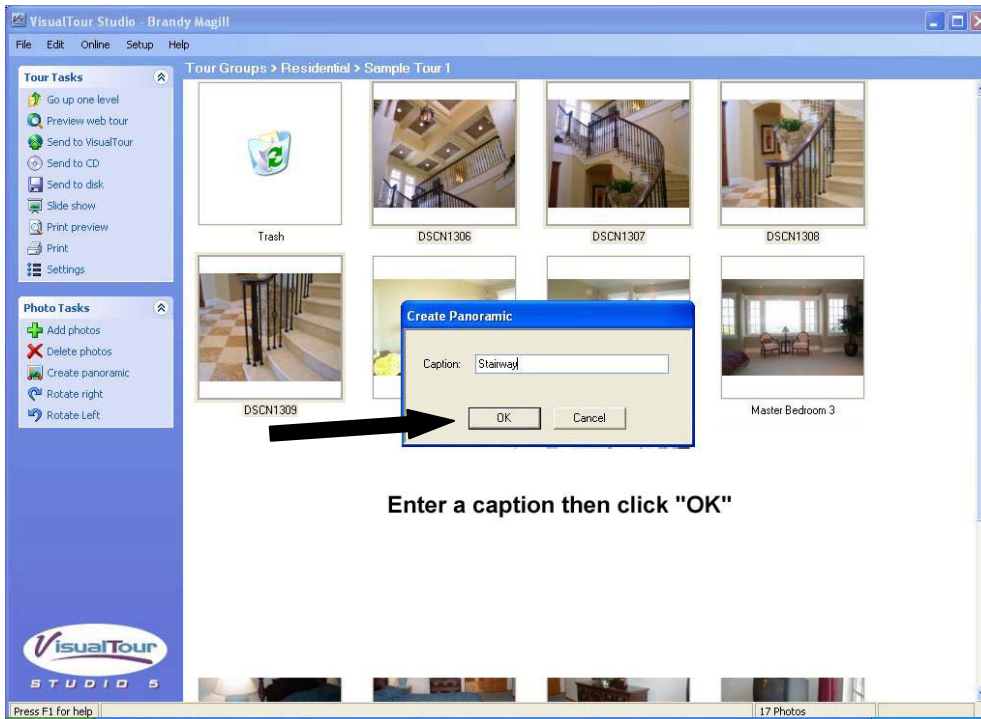


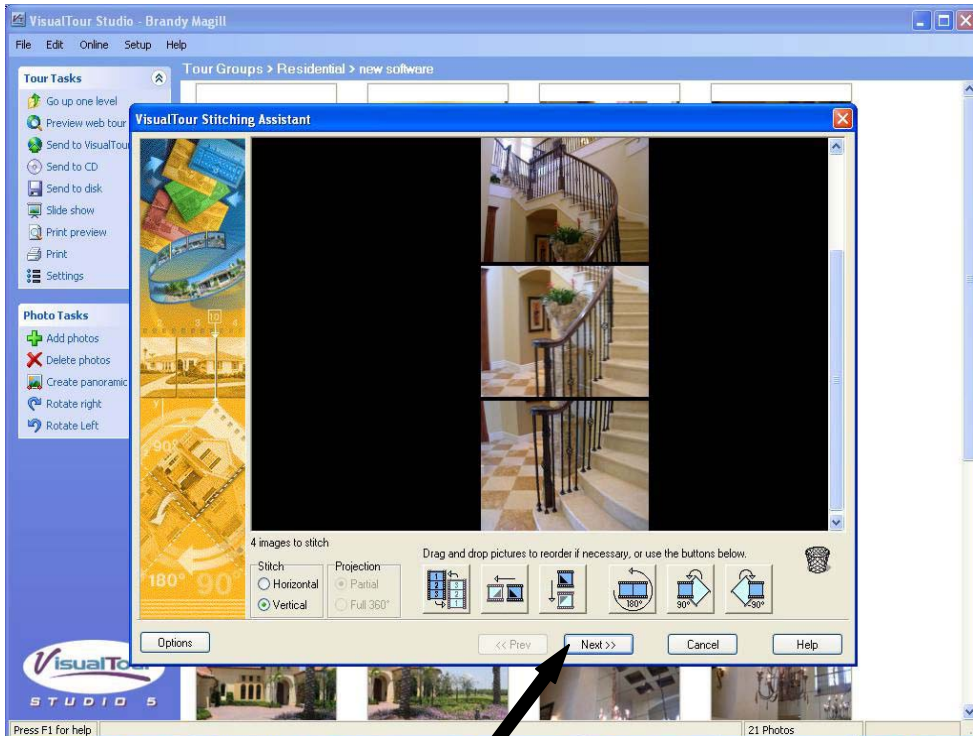
Click "Next" to stitch



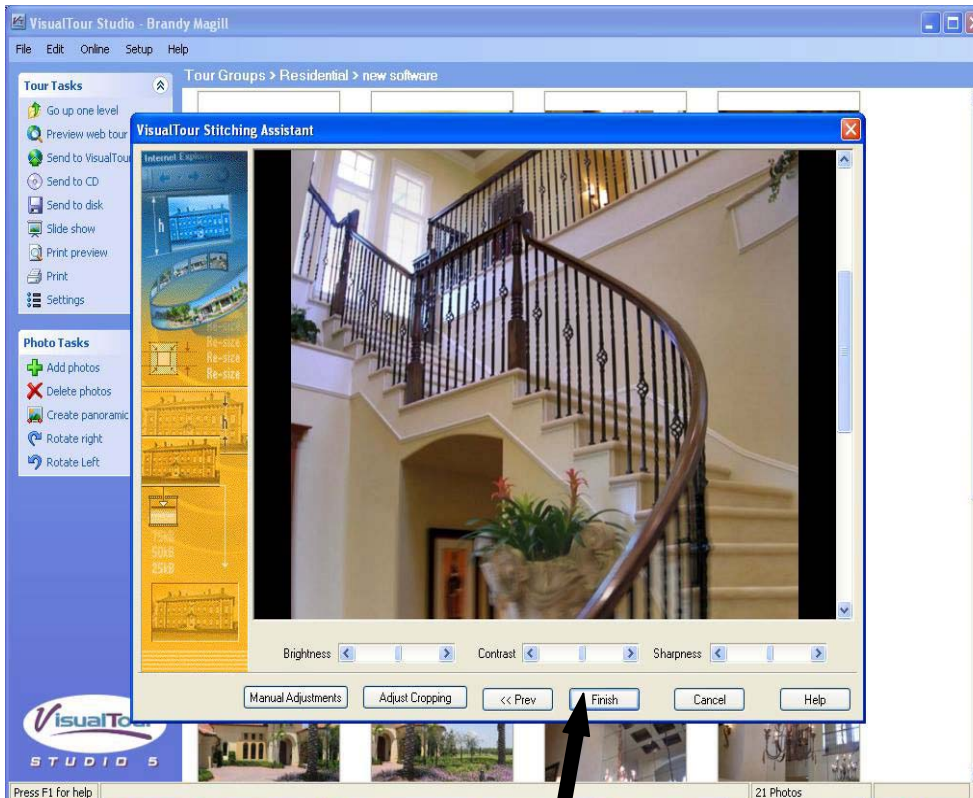
Click "Finish"







Click "Next"

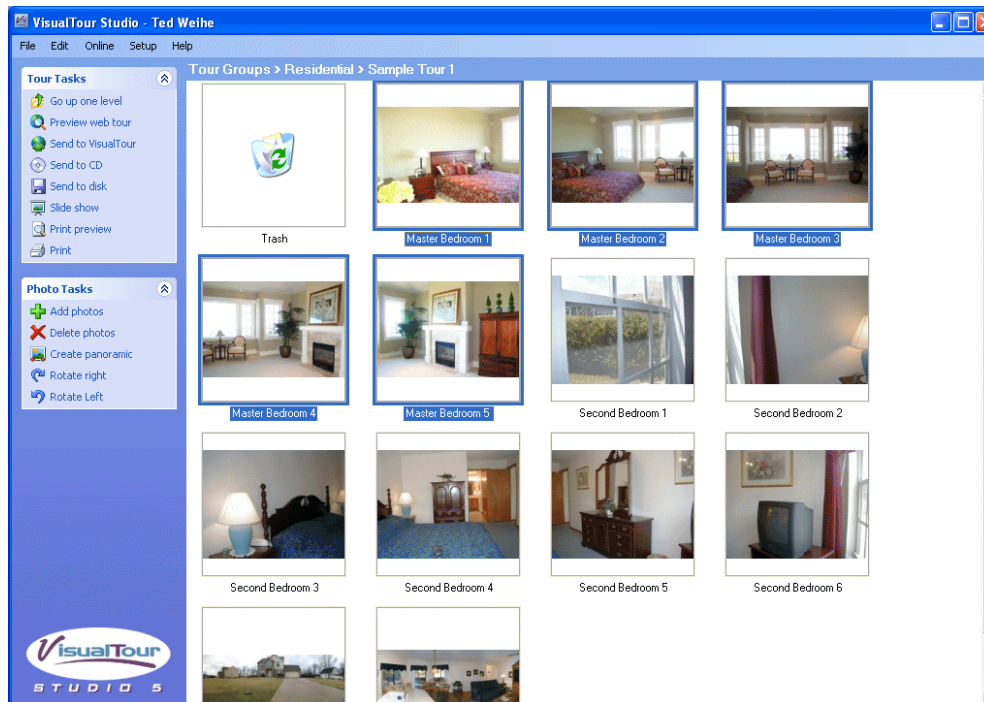


Click "Finish"

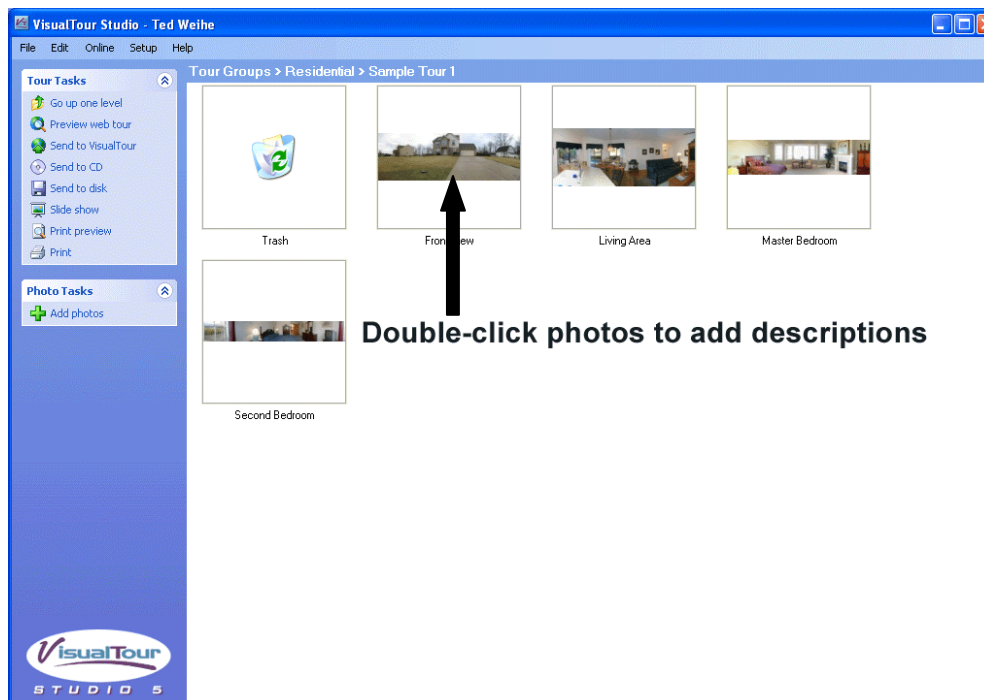
Now repeat the stitching process for the next two scenes:

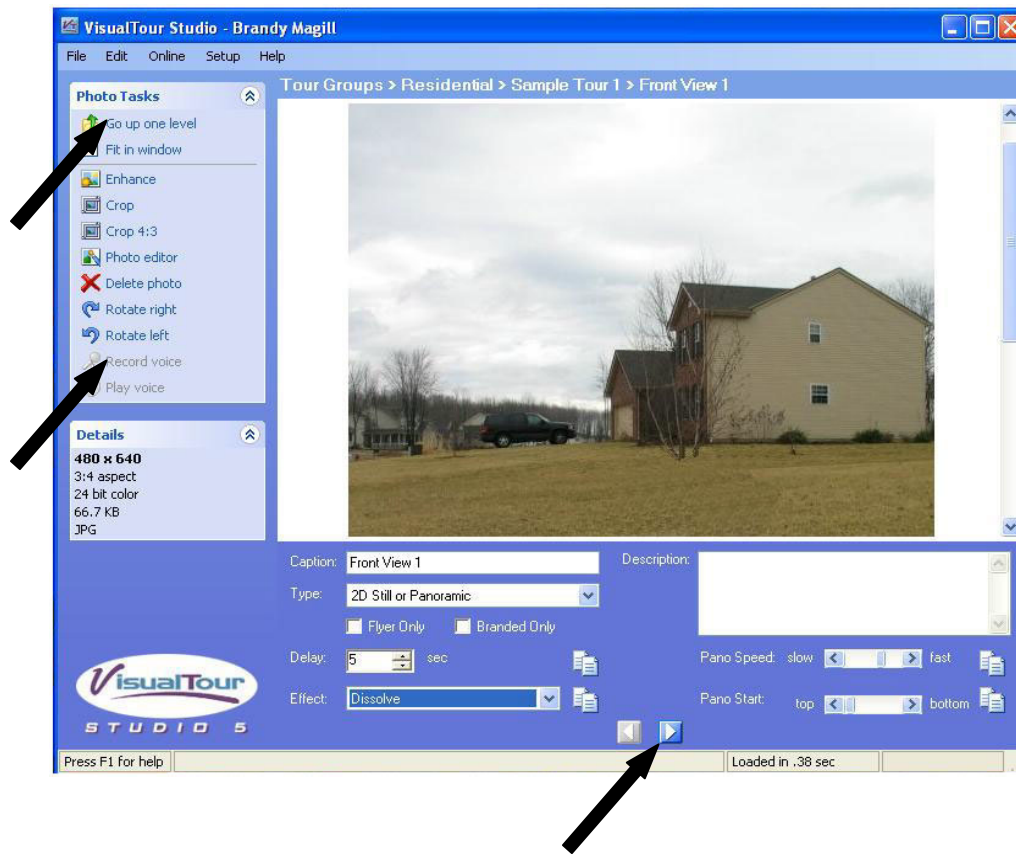
- The Master Bedroom
- The Second Bedroom

Please note: You don't have to rotate any images!



When you are done stitching all images, you can add descriptions or do your editing to the photos by double-clicking the photos.

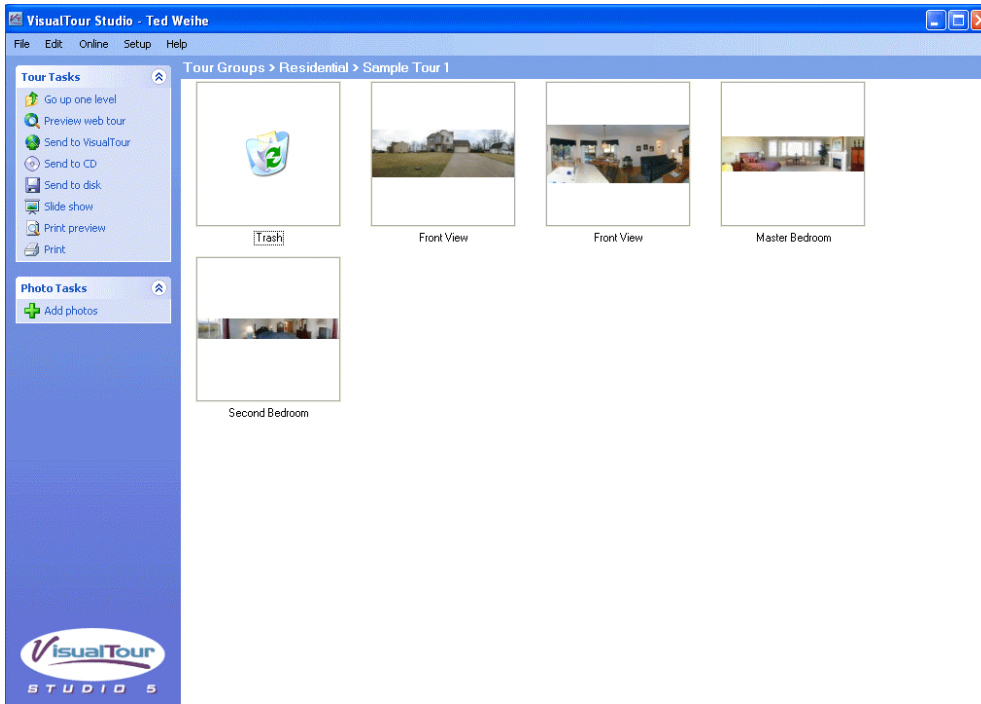




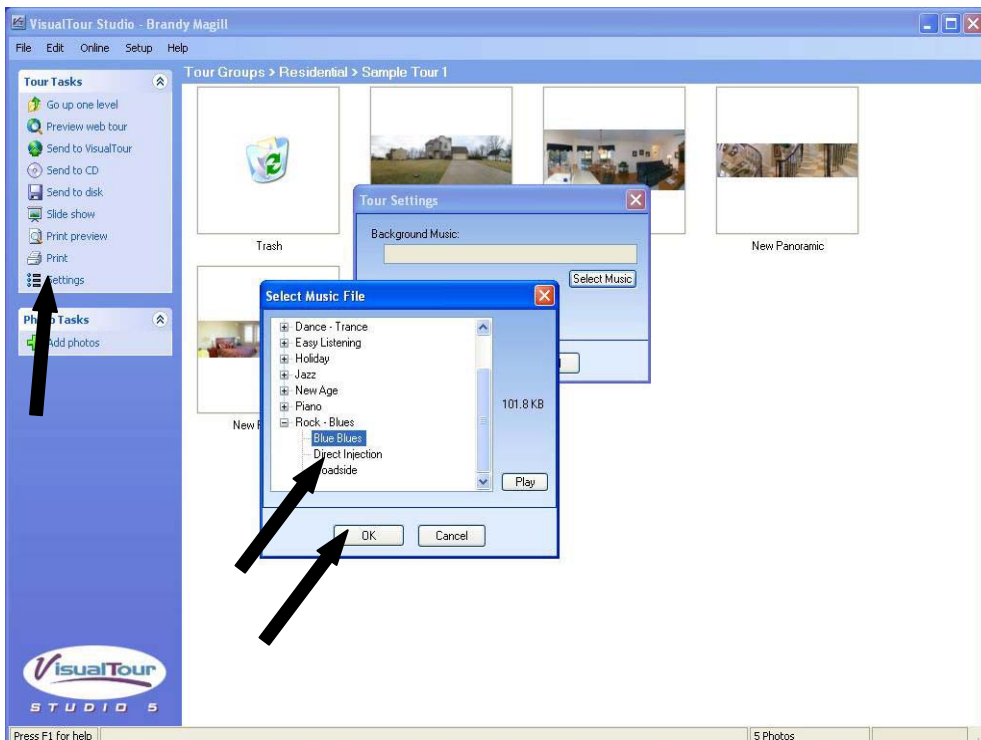
Enter the desired description and click the right arrow to get to the next photo. When done click “Go up one level” in the upper left.

- **Flyer only** - If you check this option the scene will be uploaded to VisualTour.com to be displayed in your online flyer, but it will not be displayed in your tour. This allows you to have separate photos for your tour and for your flyer. Note that only still images are shown in your online flyer, and by default the first 5 still images in your tour are shown in your flyer in the order that they are in your tour. The order can be changed by logging into your online account after the tour has been uploaded and selecting My Tours - Photos - Flyer from the Advanced Options screen.
- **Branded only** - If you check this option this scene will NOT be shown when your tour is displayed from an IDX site. This allows you to include scenes in your tour that show your branding (your logo, pictures of you or your office, etc.) and have them shown in your normal tour but have them excluded automatically when they shouldn't be show (i.e. from your MLS.)
- **Effect** - Select the transition effect that you'd like for this scene from the list provided.
- **Pano start** - Select the position on the pano where you would like for the scrolling to begin.
- To record your voice click “**Record Voice**” on the left menu to utilize this feature.

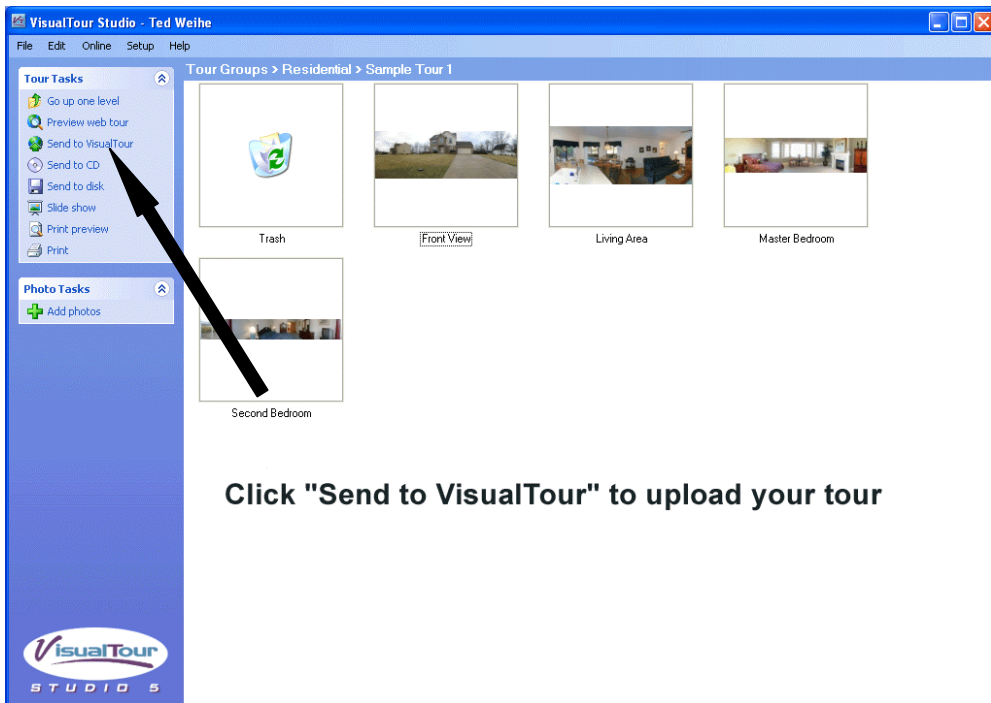
Please note: A microphone is required to add a recording to your online tour. We recommend not to exceed 60 seconds when recording to keep the file size minimal. For this training session we are going to skip this step.



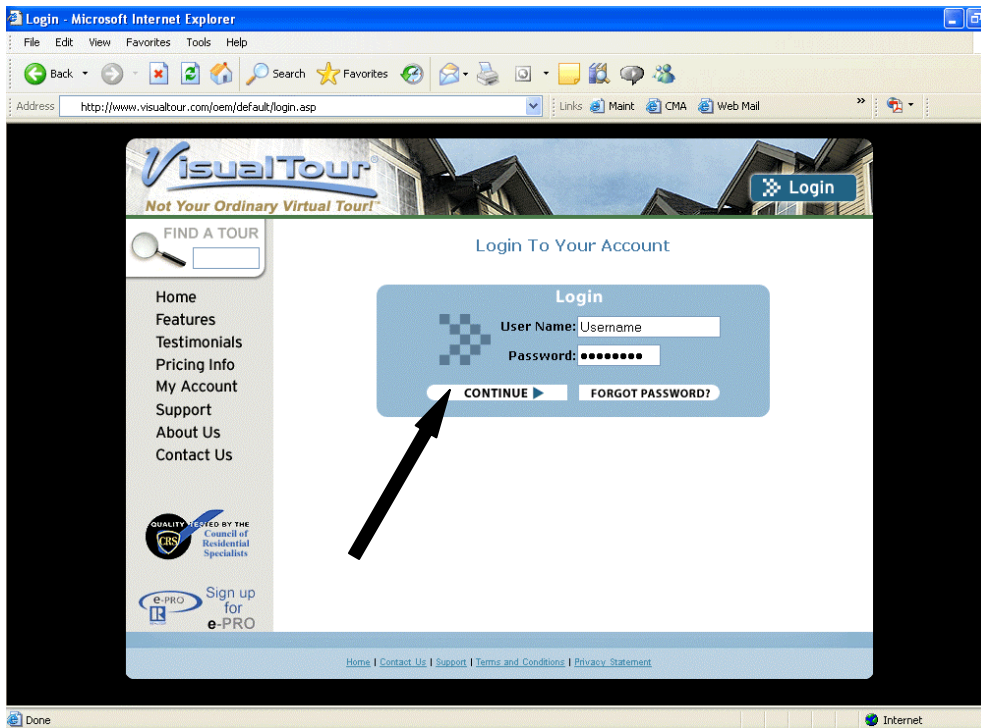
The order in which the thumbnails are shown is the order that they'll be shown online. To move a photo, left-click and hold the left-click mouse button down while dragging the photo. A black line will indicate where it will be dropped when releasing the left-click.



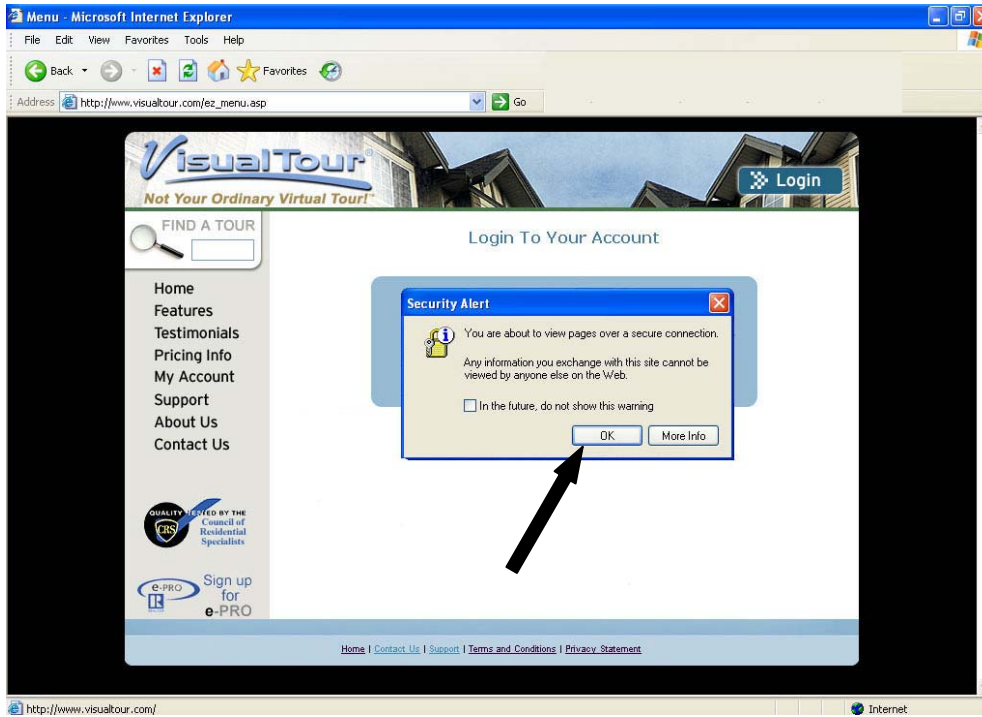
To add music to the online tour click "Settings" and then select music. Double click the genre you would like then highlight the song and click OK. Now that you've stitched your scenes, added descriptions, music and captions, and rearranged the scenes in the order that you want them, you're ready to upload your tour.



Click "Send to VisualTour" to upload your tour

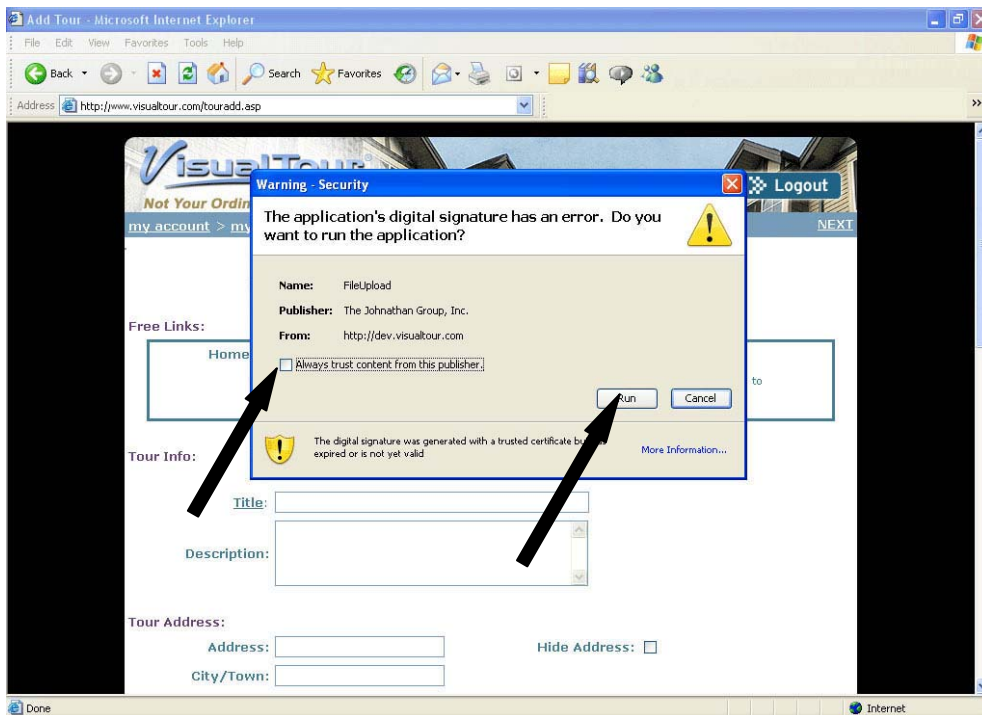


Enter your username and password, and click "Continue."

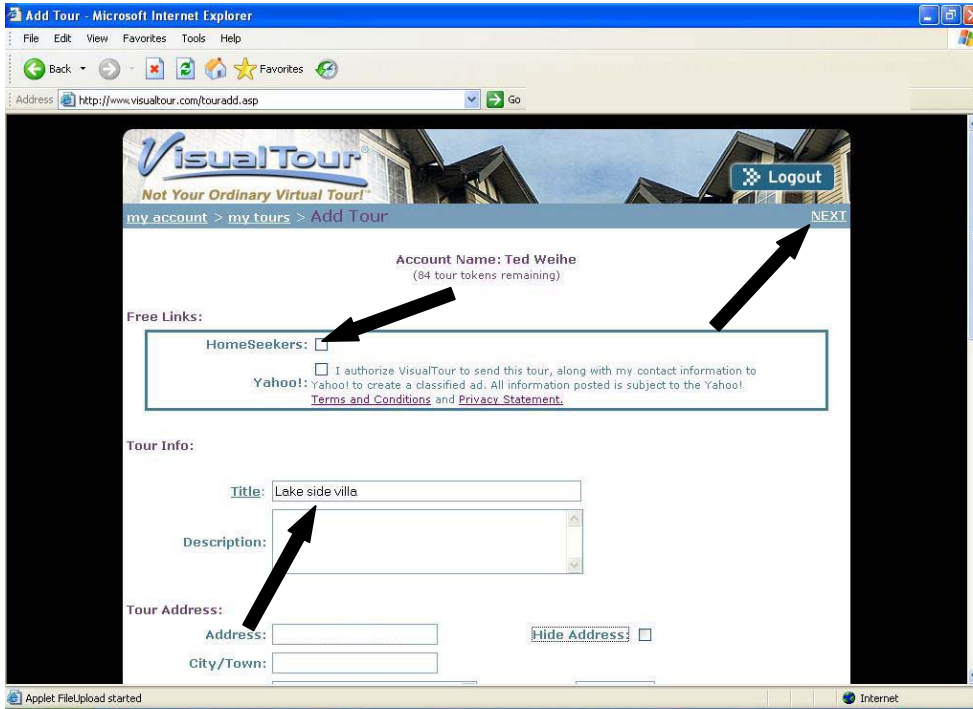


Click "OK"

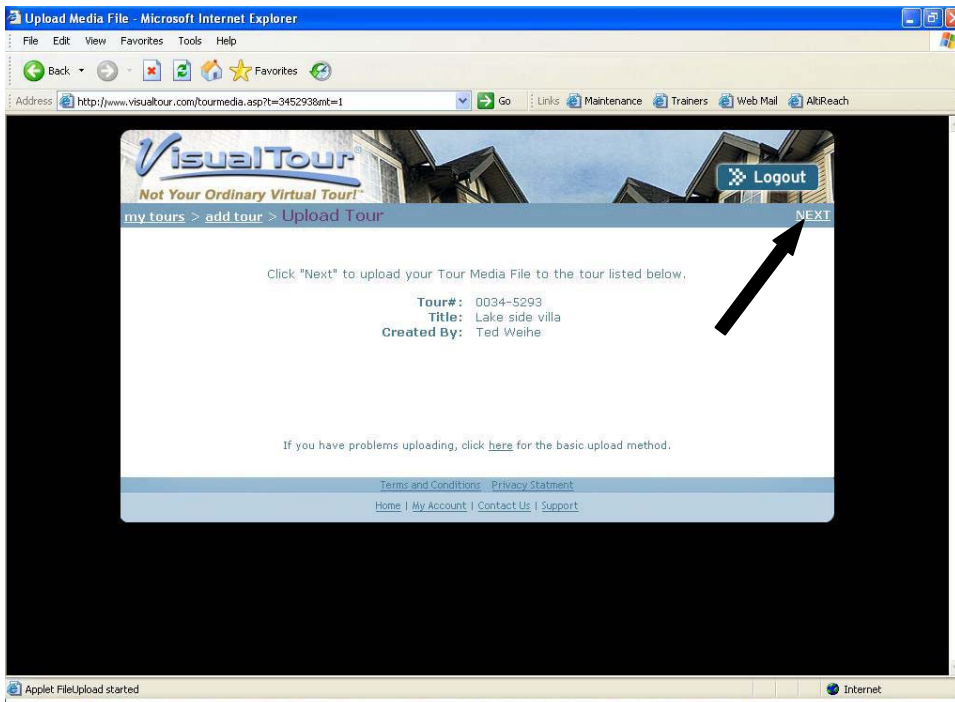
This first security warning will pop up, you can check the box "In the future do not show this warning" to not get the warning each time. **Click OK to continue with the login.**



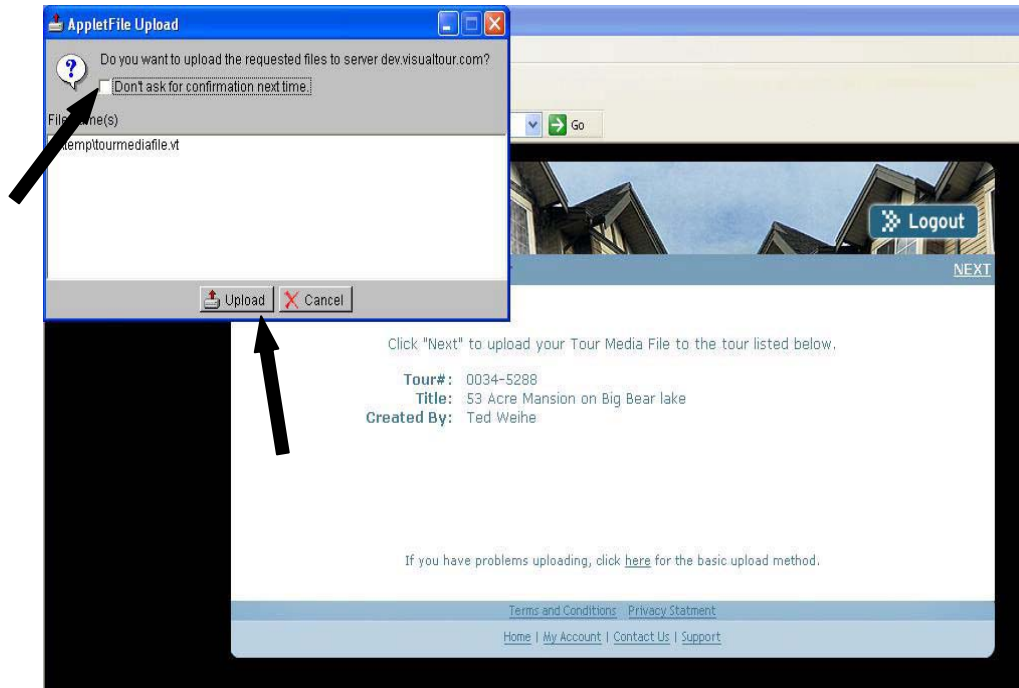
The second security warning almost looks like an error message, but it isn't. To avoid seeing it in the future check "Always trust contents from this publisher" and **click "Run."**



Since we're training please uncheck "Yahoo" and "Homeseekers," enter a title, and click "Next." If this was a real listing we would keep the options checked and enter the property specific information.

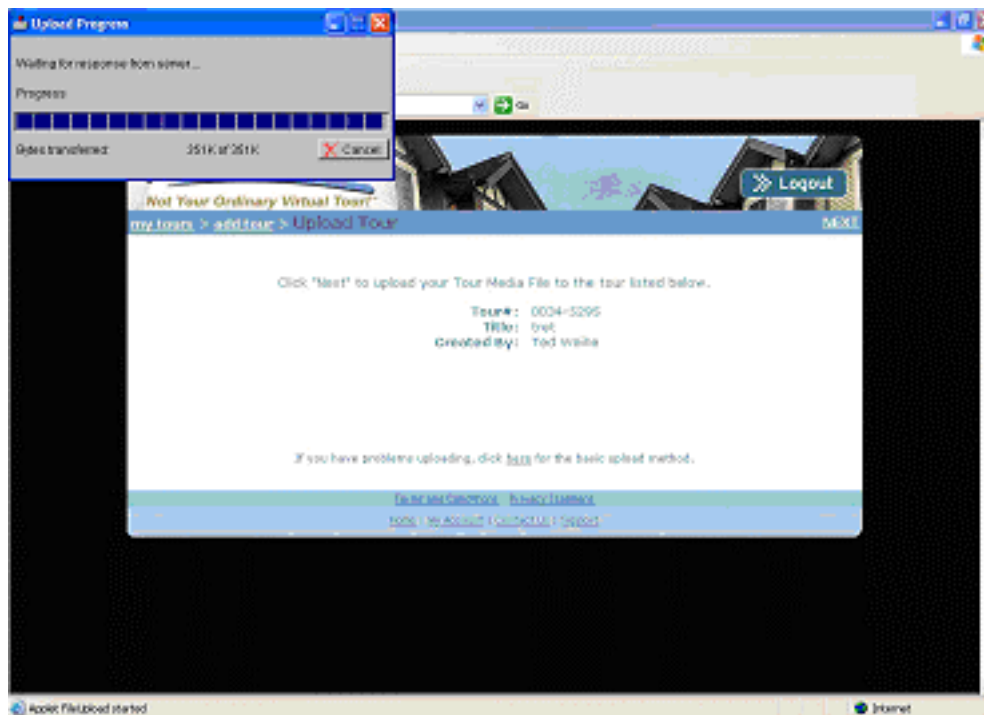


Follow the instructions on the screen and click "Next"

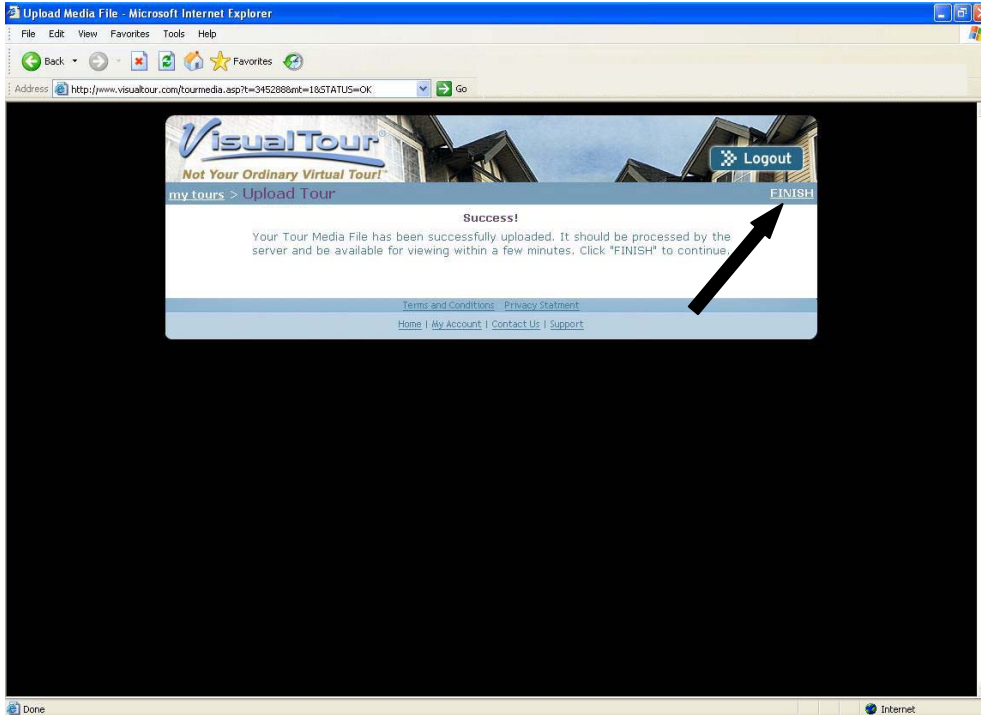


In the final process of uploading your tour you have the option to check “Don’t ask for confirmation next time”, which will automatically upload your tour the next time.

Click “Upload” to continue

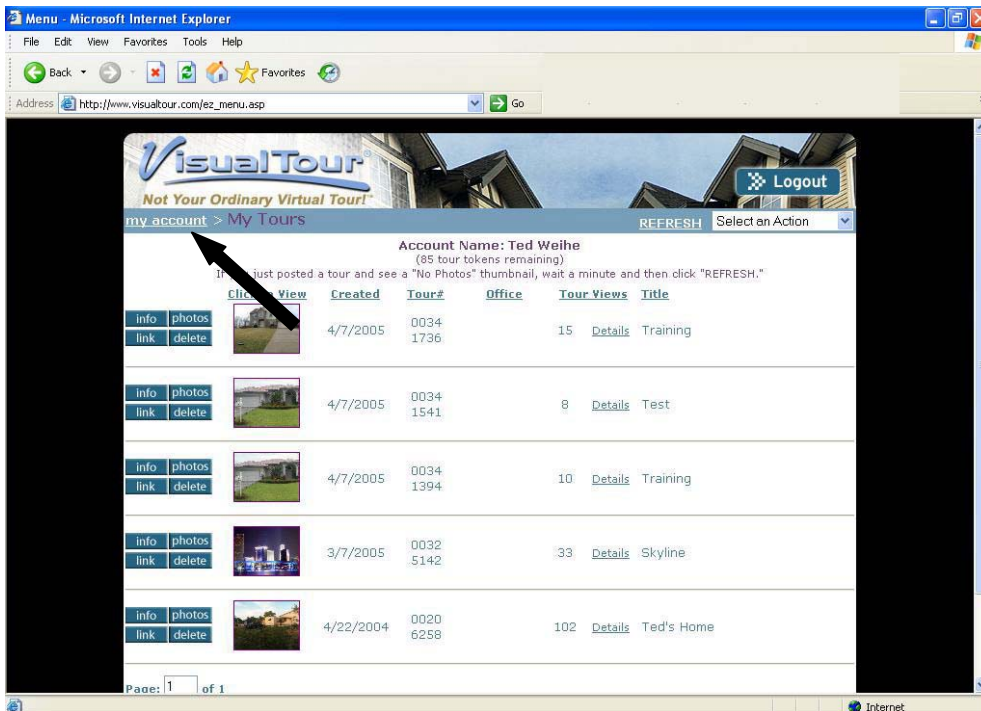


You will be able to see the progress of your upload in the upper left.

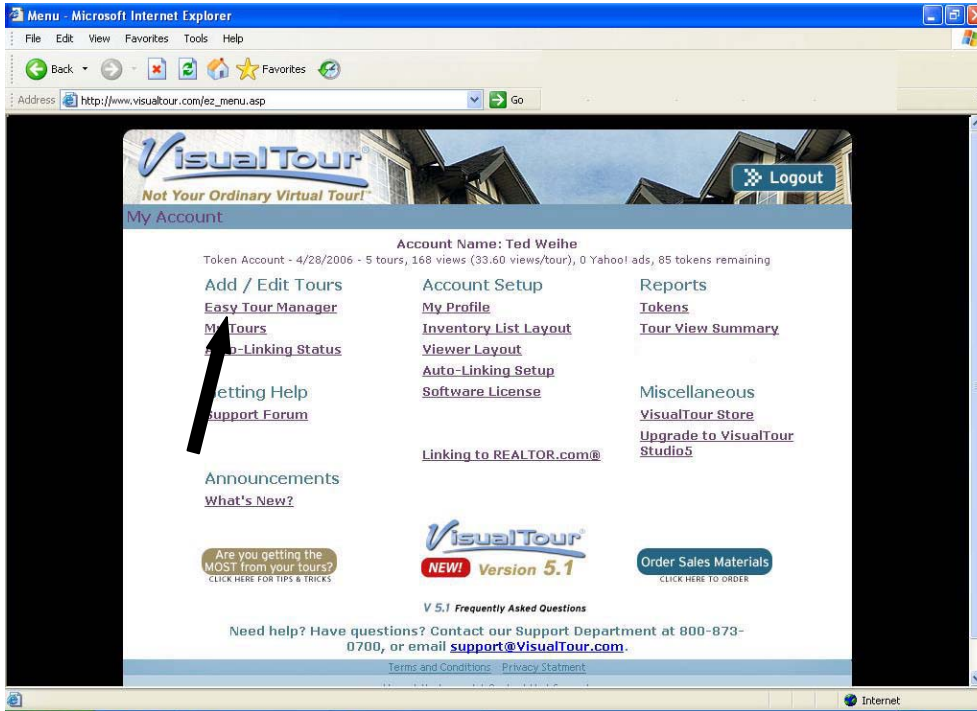


Congratulations! Your tour is now online.

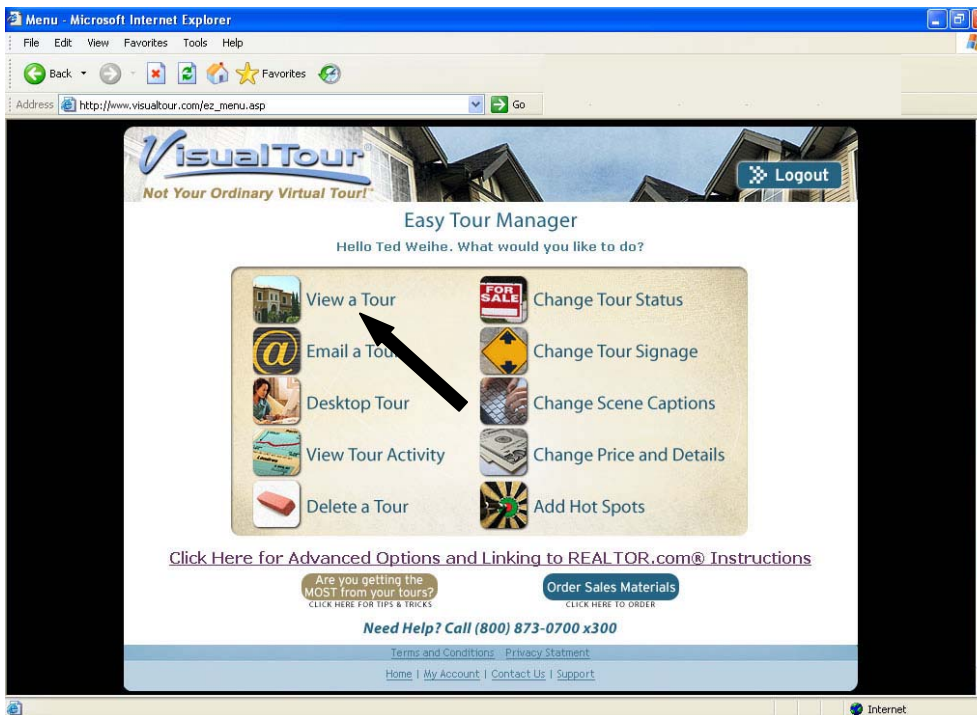
Click "Finish"



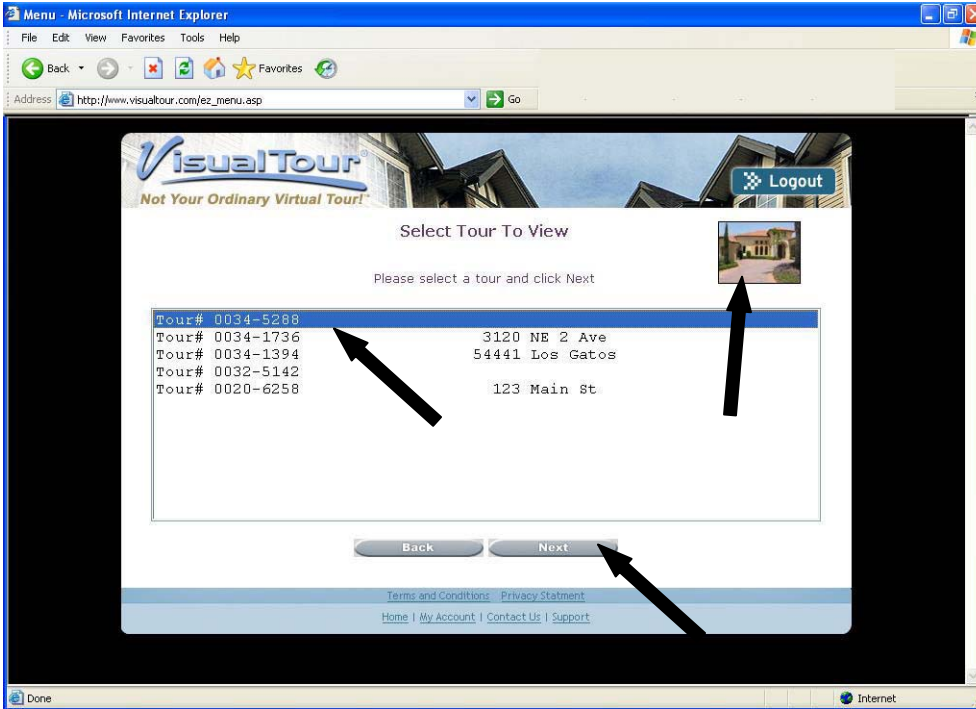
If you'd like to make changes to your tour click "My Account" in the upper left.



Click “Easy Tour Manager”

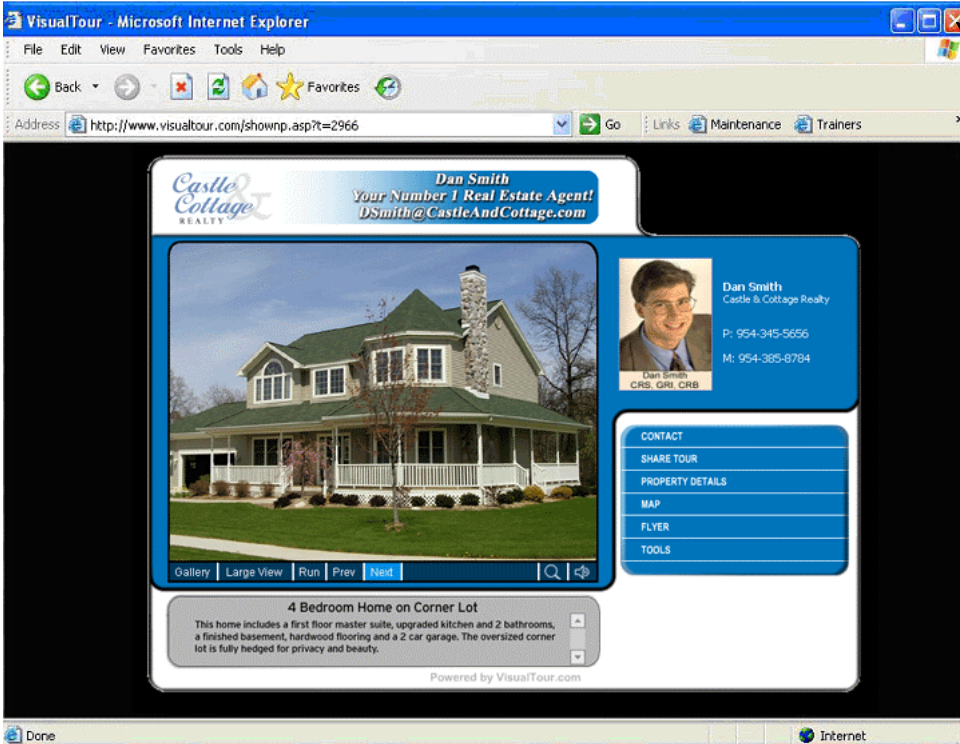


To view a tour, simply click “View a Tour”

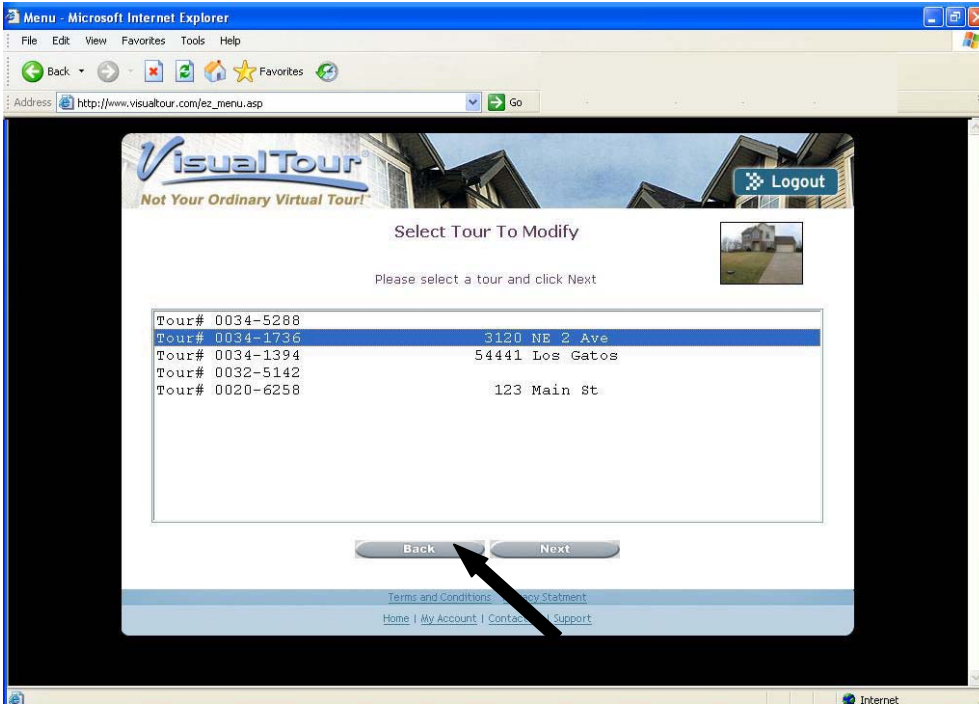


Select the tour you wish to view by clicking on the Tour#. Please note: To help you identify the correct tour the first picture of the tour will display in the upper right.

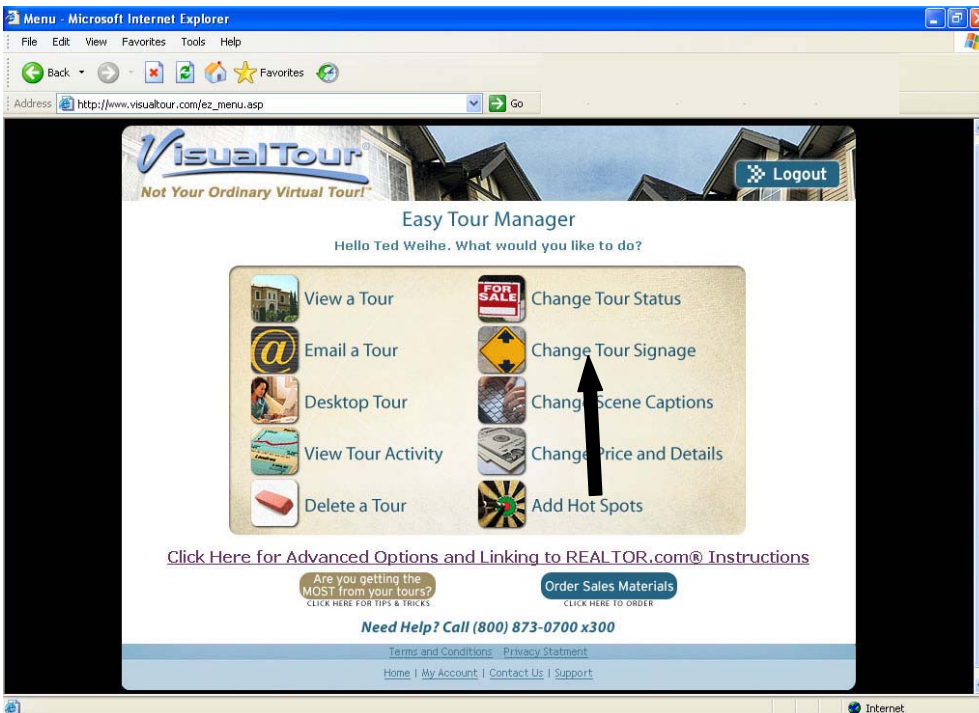
Click "Next"



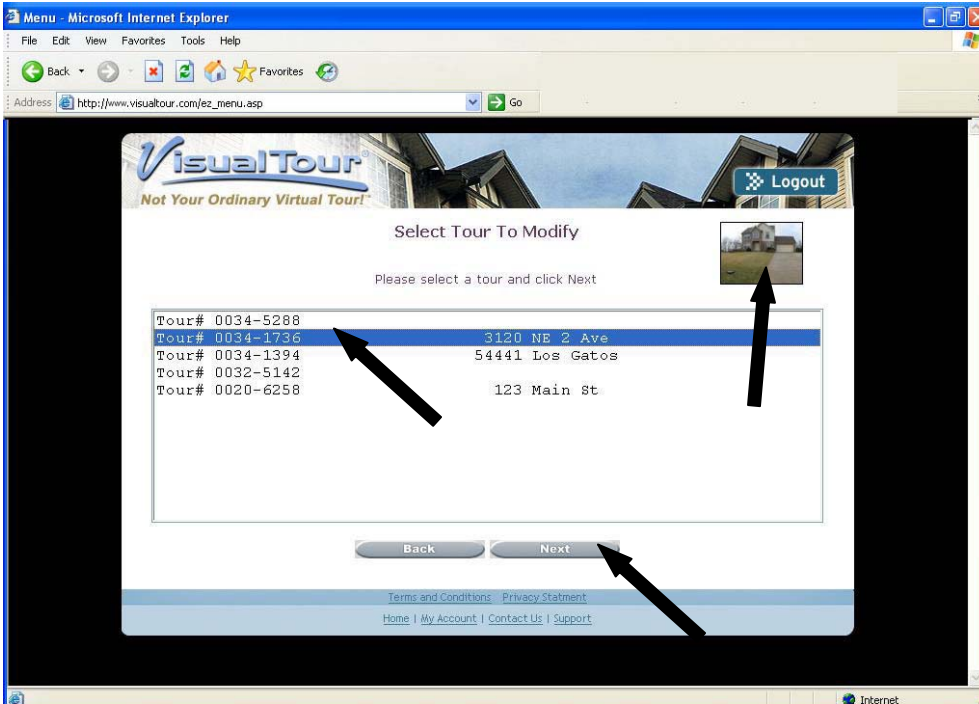
To close the tour click the X in the upper right.



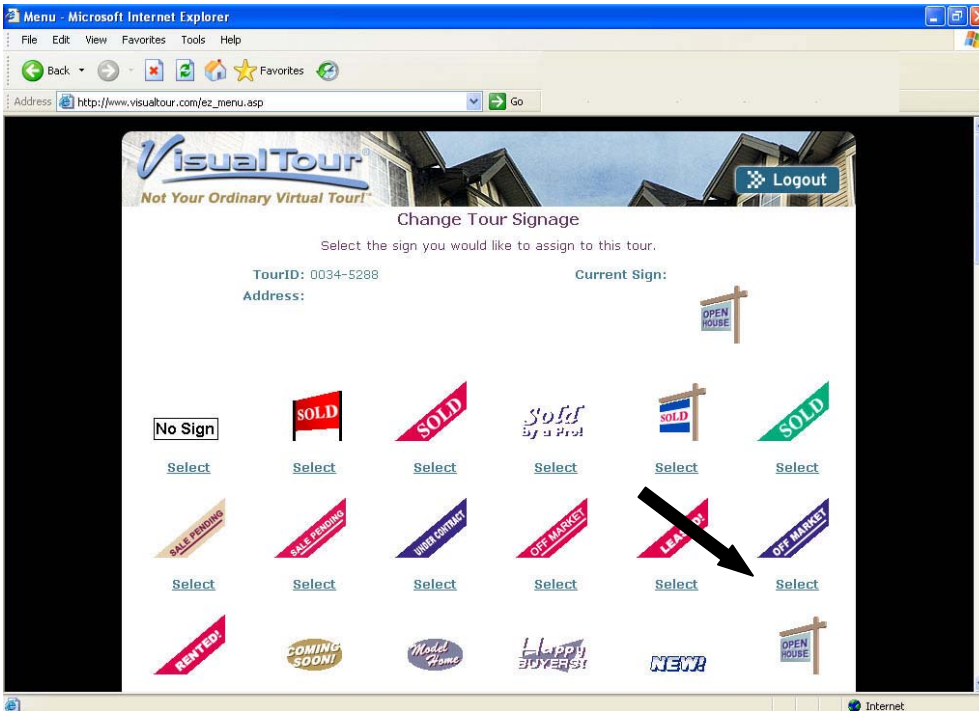
Click "Back" to get back to the Easy Tour Manager.



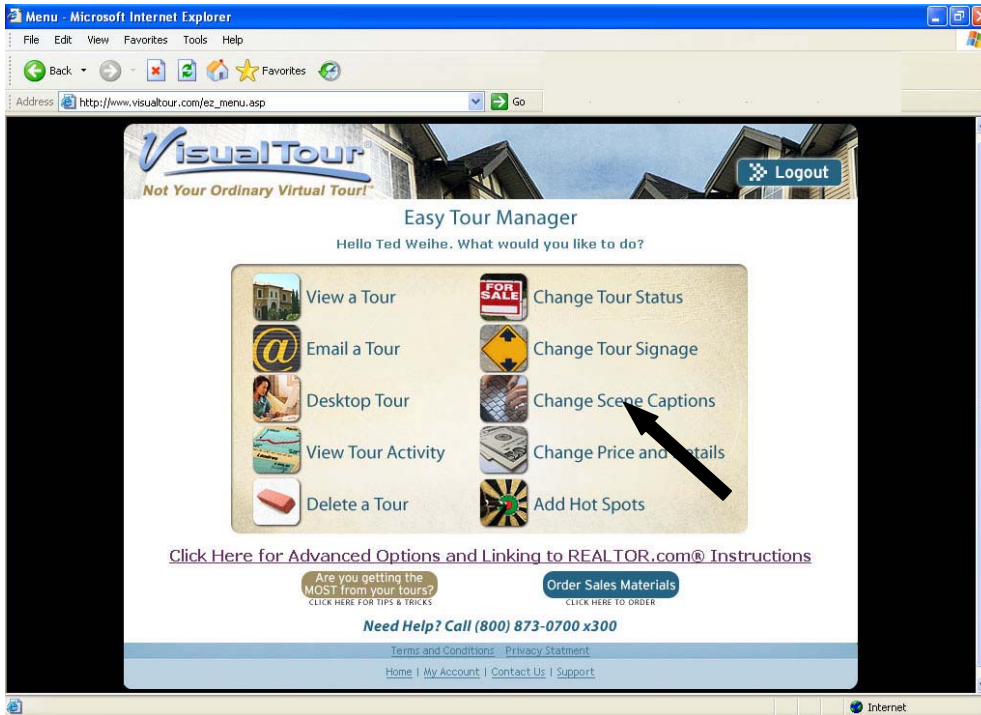
To add signage to a tour, click "Change Tour Signage"



Click the tour# (the first scene will appear in the upper right), and click “Next.”

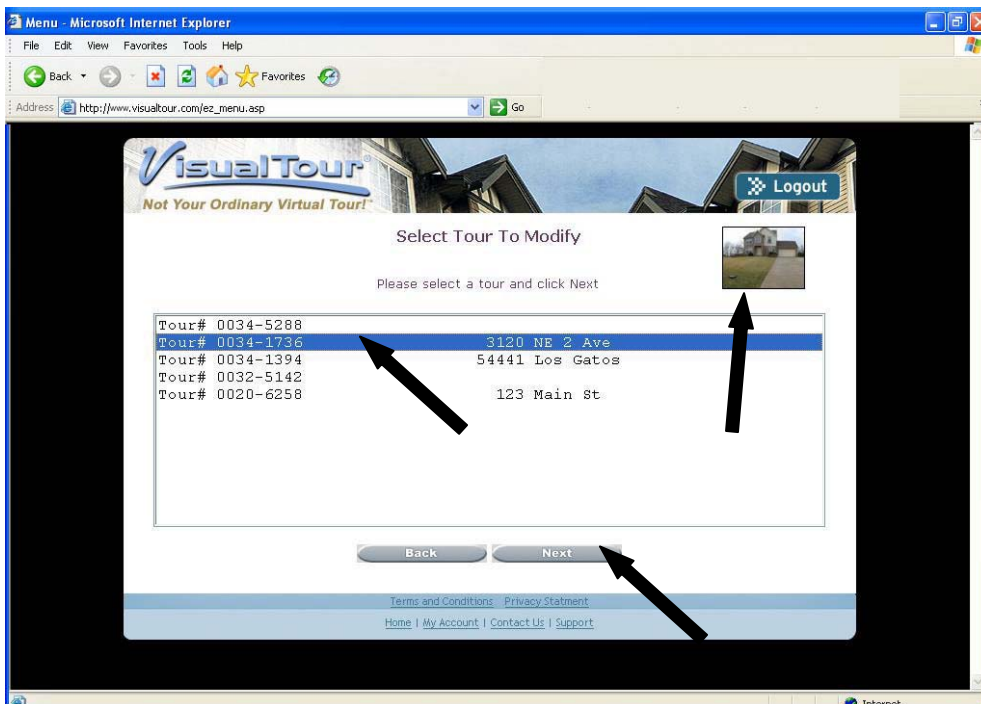


Signage appears in the lower right of each scene. **To choose a sign, click “Select” below the desired image.** This will now bring you back to the Easy Tour Manager.

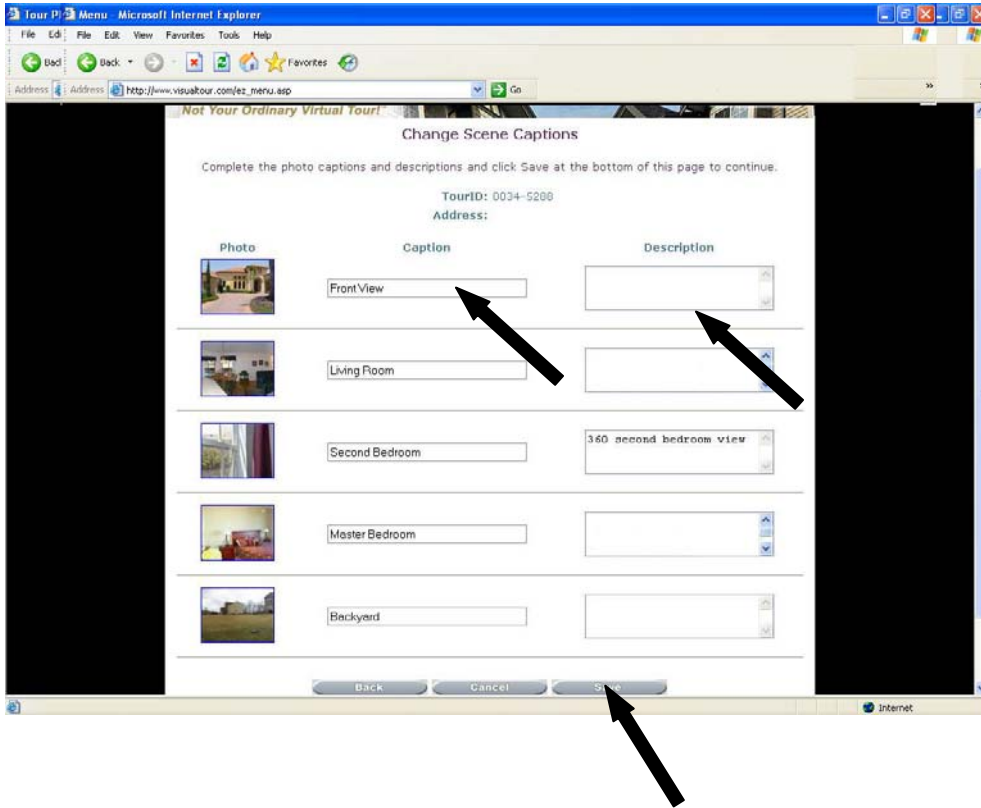


Now we're going to add/change captions and descriptions.

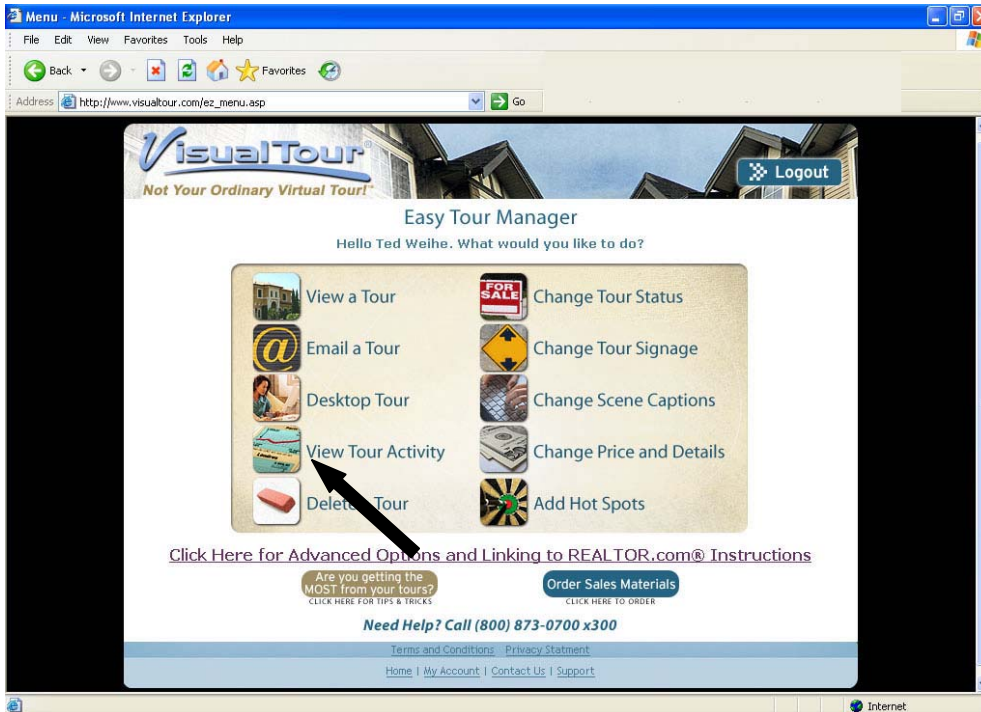
Click "Change Scene Captions."



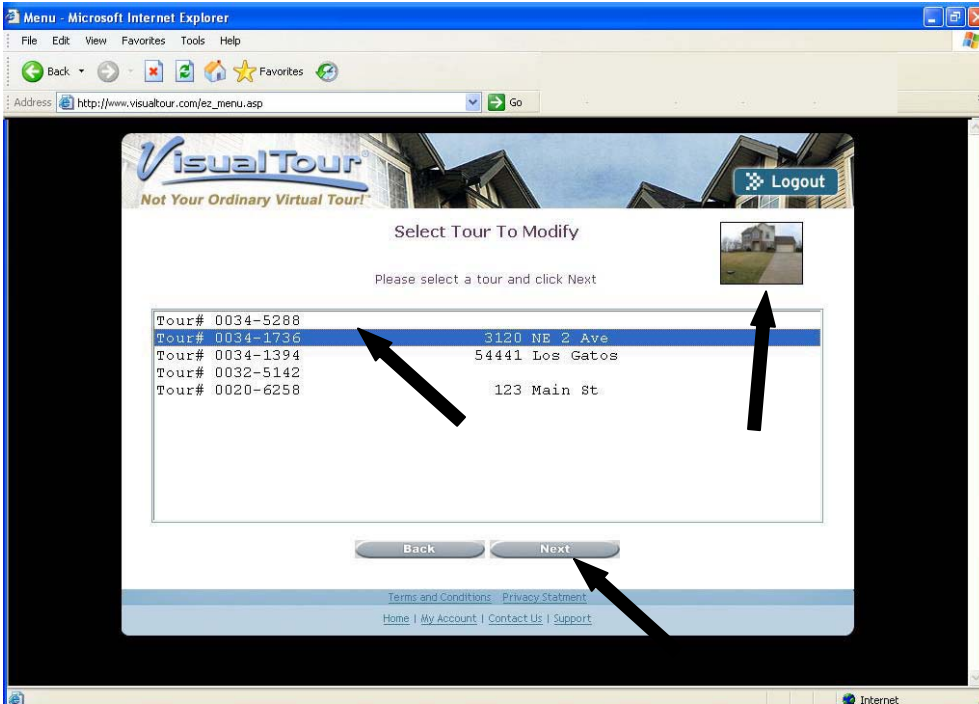
Click the tour# (the first scene will appear in the upper right), and click **"Next."**



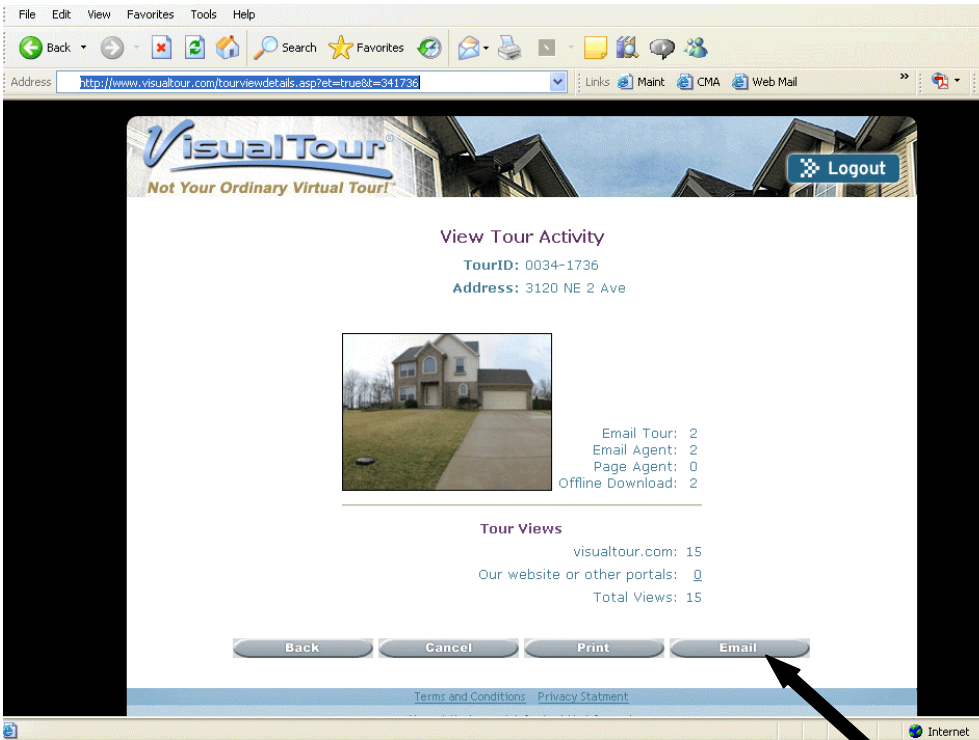
Make the desired changes by entering the information and click “Save.” This will bring us back to the Easy Tour Manager.



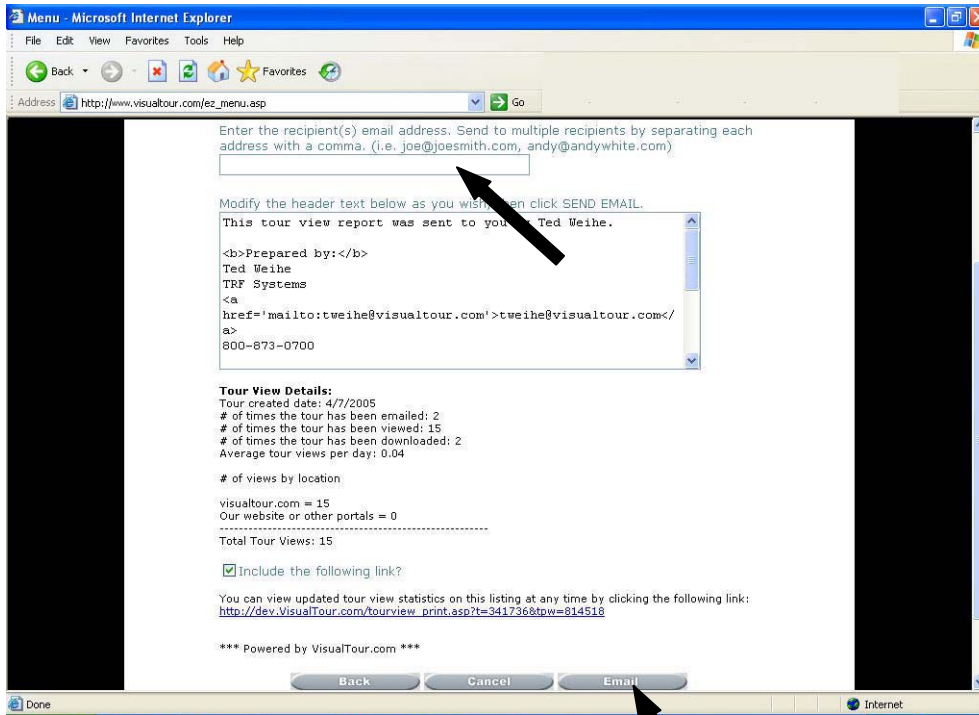
To see your tour statistics click “View Tour Activity.”



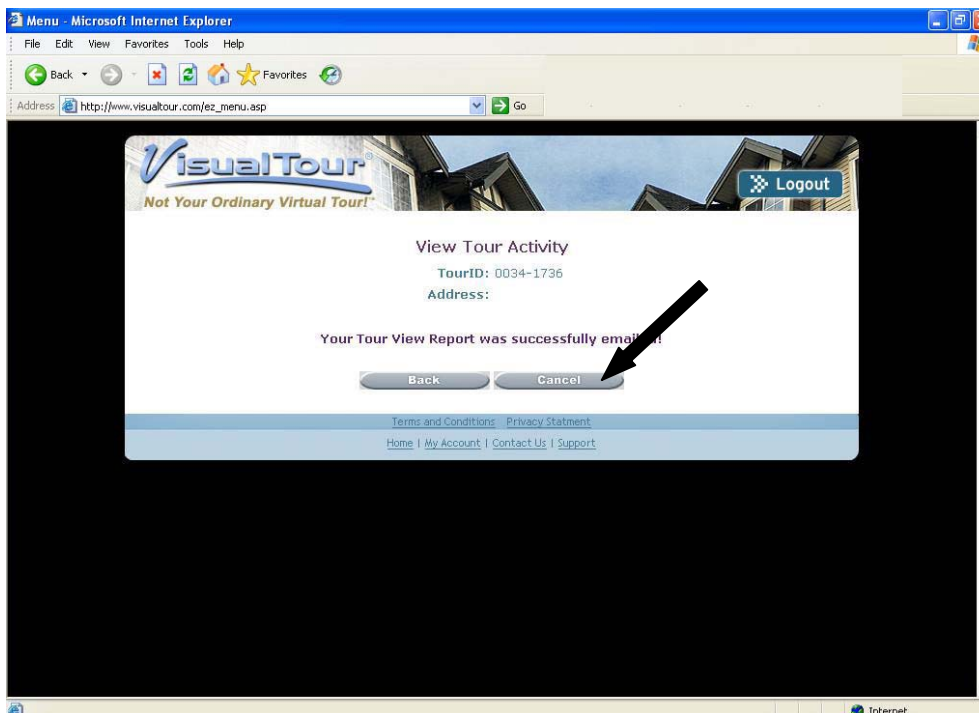
Click the tour# (the first scene will appear in the upper right), and click “Next.”



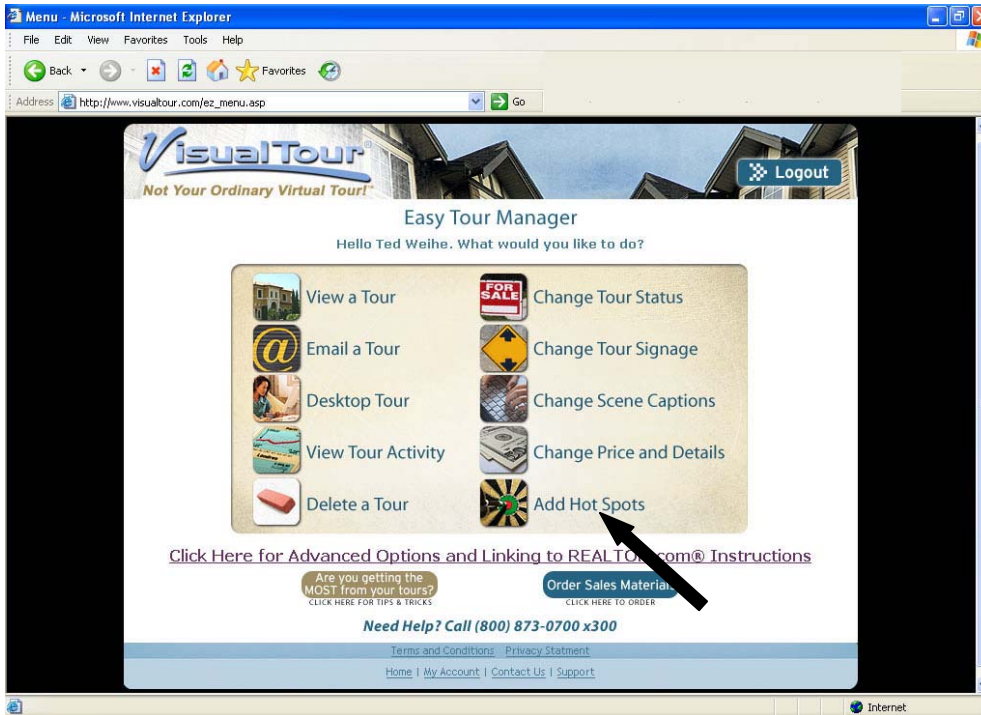
These individual tour statistics can be printed by clicking the “Print” button or can be emailed to your clients. **Click “EMAIL” in the lower right.**



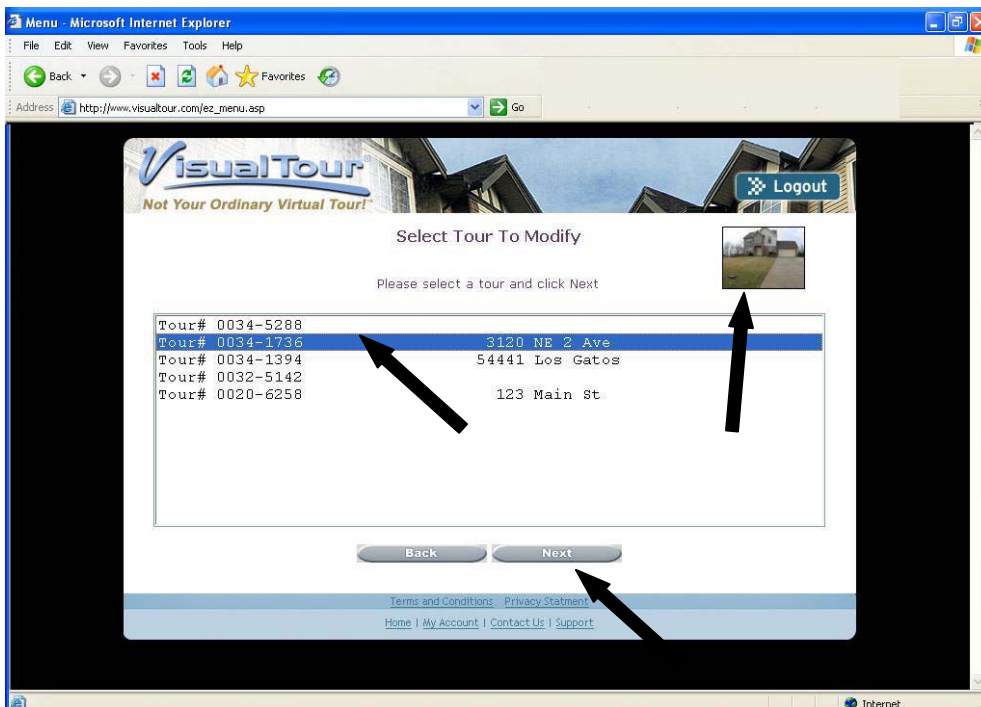
Enter the email address of the person to whom you wish to email the statistics and click “EMAIL.”



This confirmation screen will let you know that your email has been sent. Click “Cancel” to get back to the Easy Tour Manager.



Back on the Easy Tour Manager, please click “Add Hot Spots.”

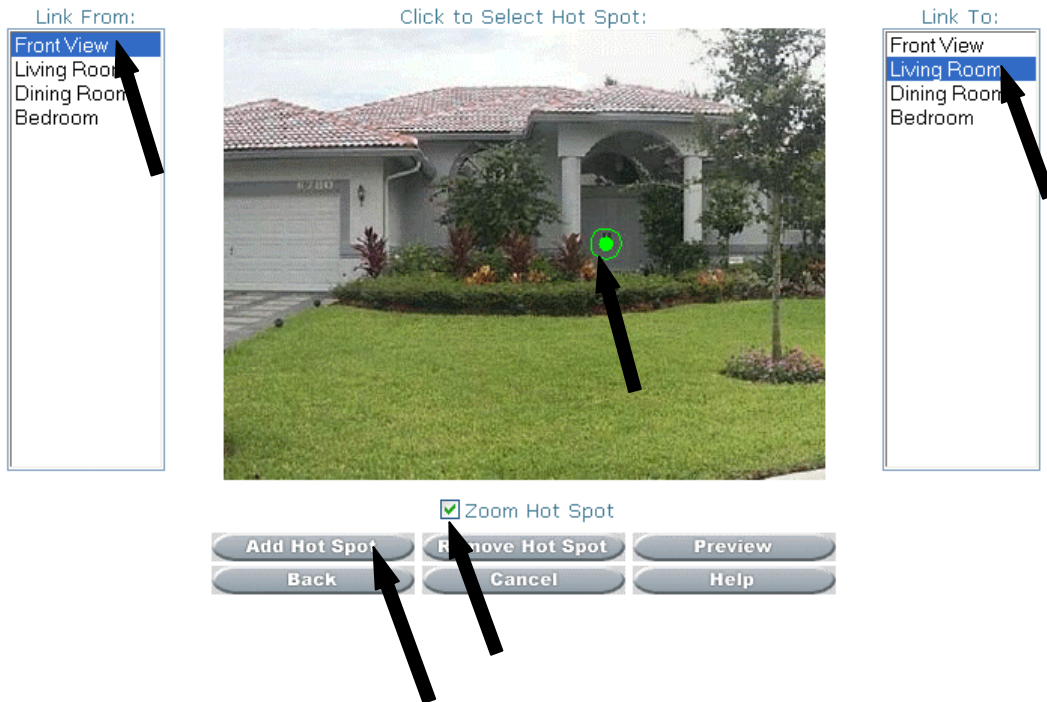


Click the tour# (the first scene will appear in the upper right), and click “Next.”

Add Hot Spots

TourID: 0034-1394

Address: 54441 Los Gatos

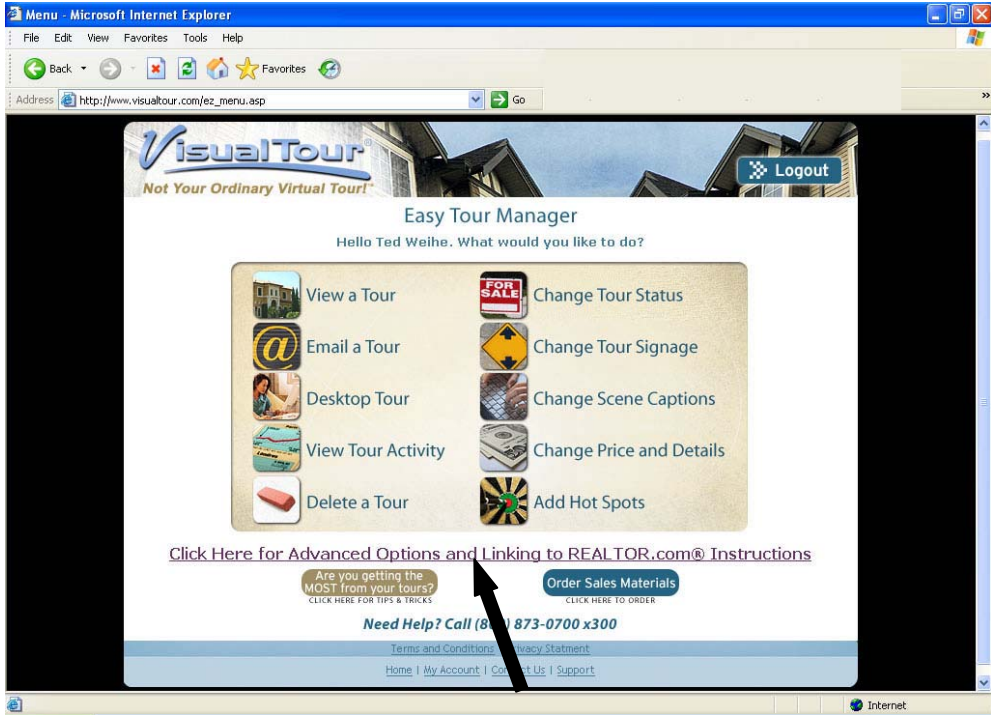


Just like taking the pictures, we will start from the left and go to the right:

1. On the left select the image onto which you'd like to place the hot spot (**Link From**).
2. Click the desired location of your hot spot on the picture. Click the picture again to position the hotspot.
3. On the right select the image you want the hot spot to go to (**Link To**).
4. Check "Zoom Hot Spot."
5. Click "Add Hot Spot."

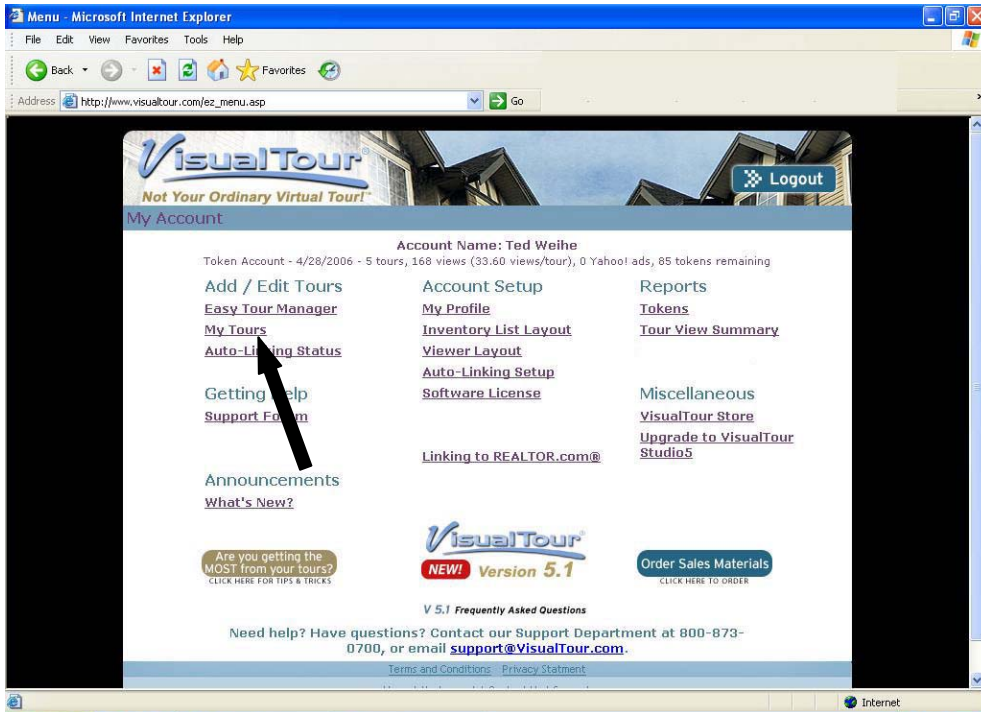
The green hot spot will now turn red. This indicates that it posted and is now on your tour. To see how it functions click "Preview" and click on the red hot spot after the tour opens.

Click "Cancel" to return to the Easy Tour Manager.

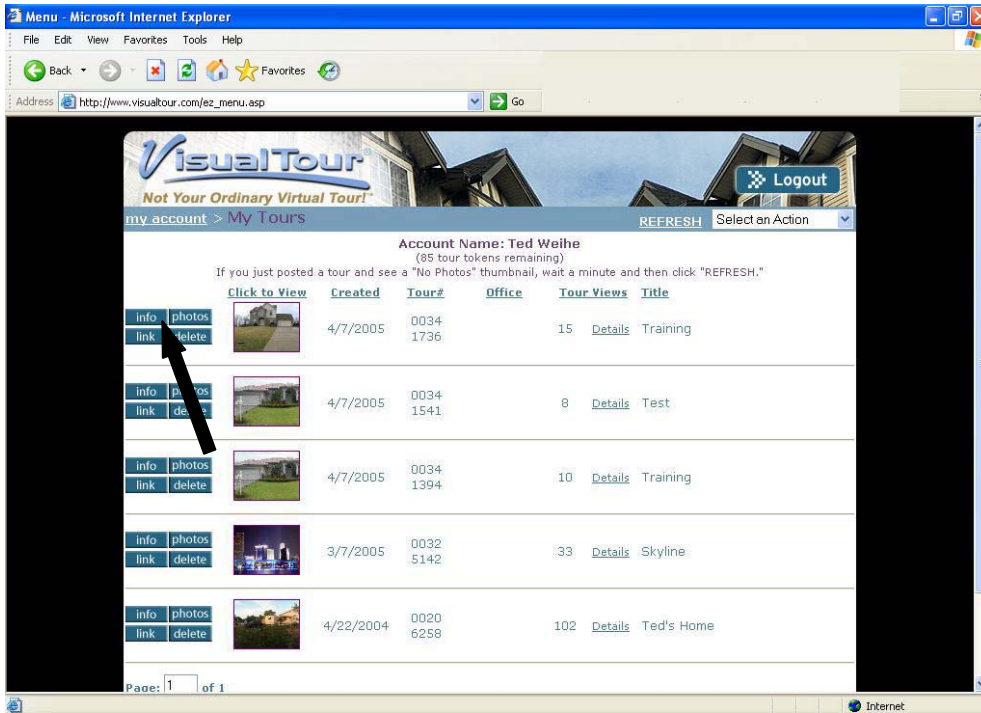


To delete a tour select “Delete a Tour”, select the tour# as indicated in previous screens, AND CLICK “Continue.”

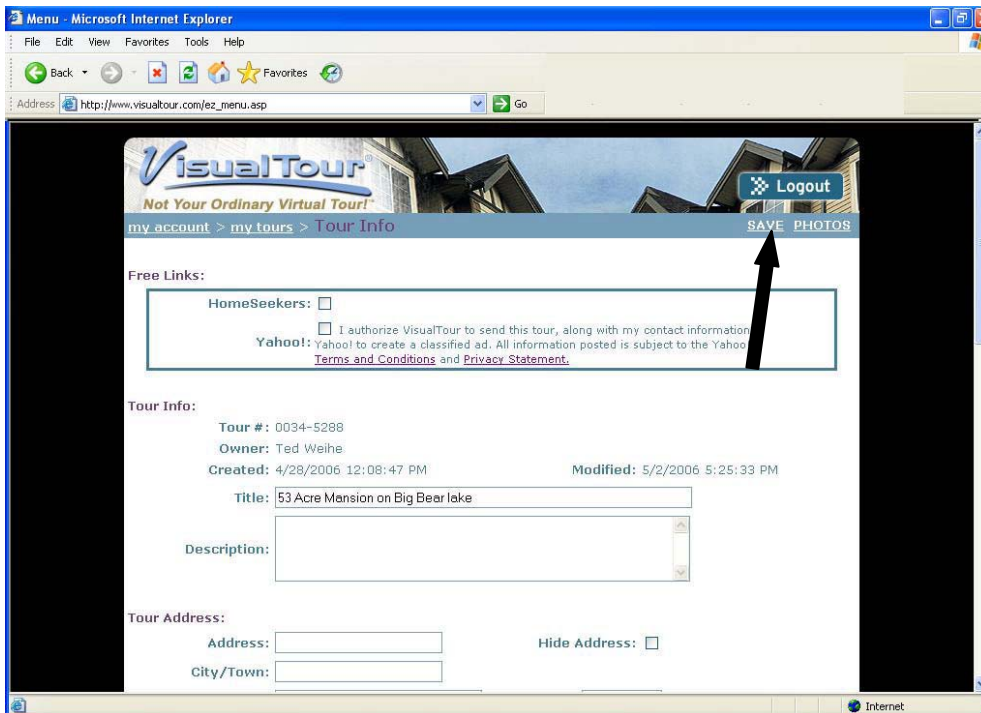
For the advanced features click “Click Here for Advanced Options and Linking to REALTOR.com® Instructions.”



Click “My Tours”



Click the “Info” button to the left of the tour.

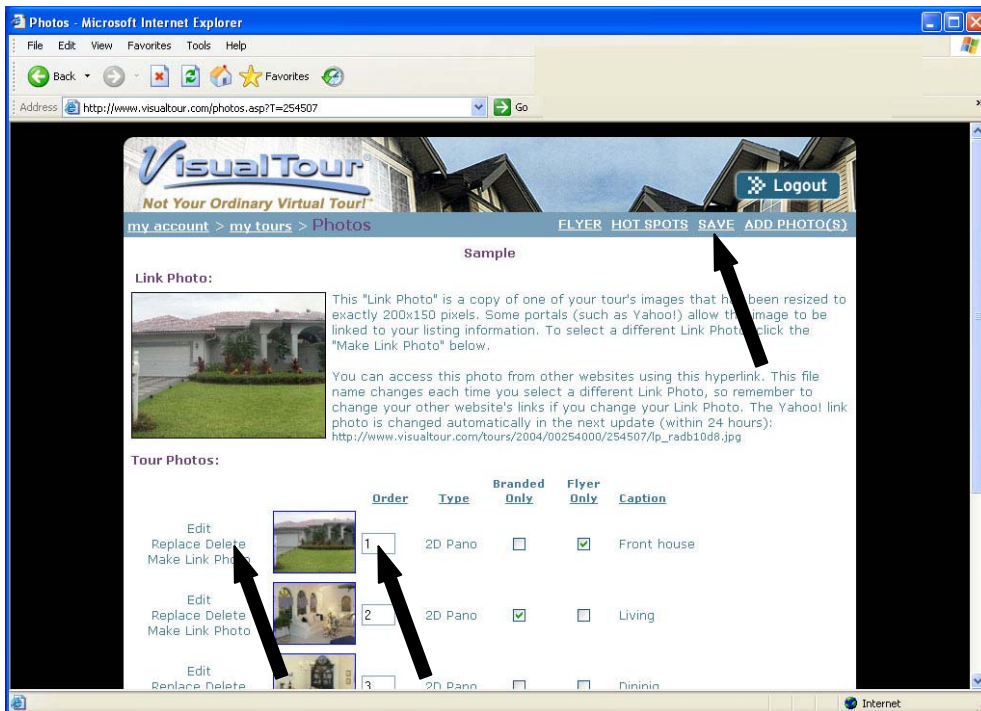


Here you can apply changes or additions to the property listing information. (Please note: These changes will only be submitted to Yahoo! Real Estate Classifieds or Homeseekers, if checked. The changes will not update the listing on your MLS.)

Click “SAVE” when finished.



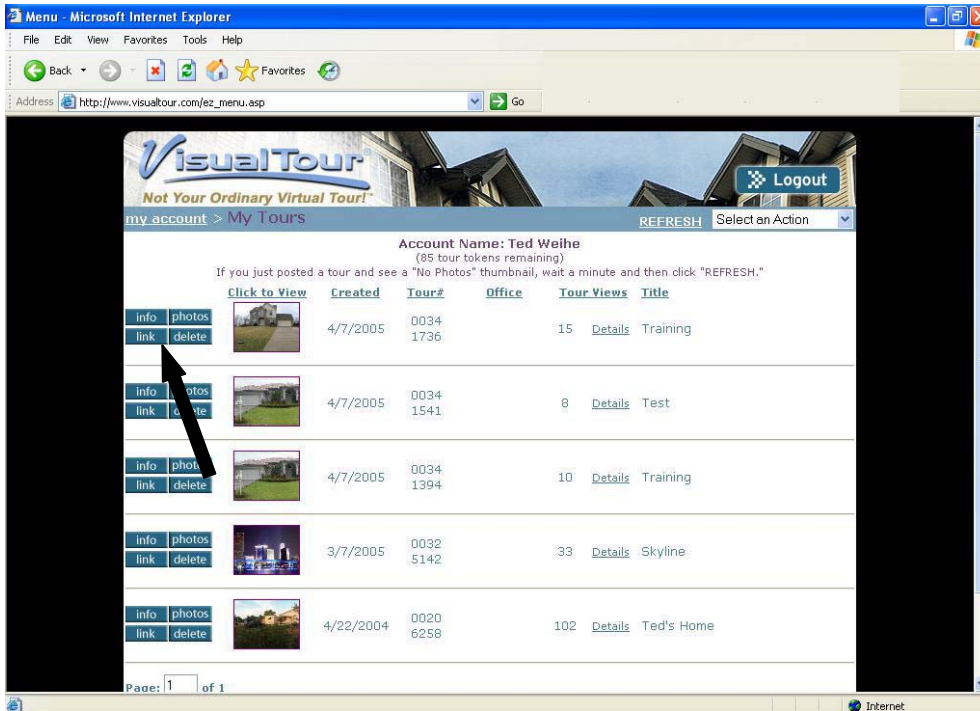
Click the “Photos” button to the left of the tour.



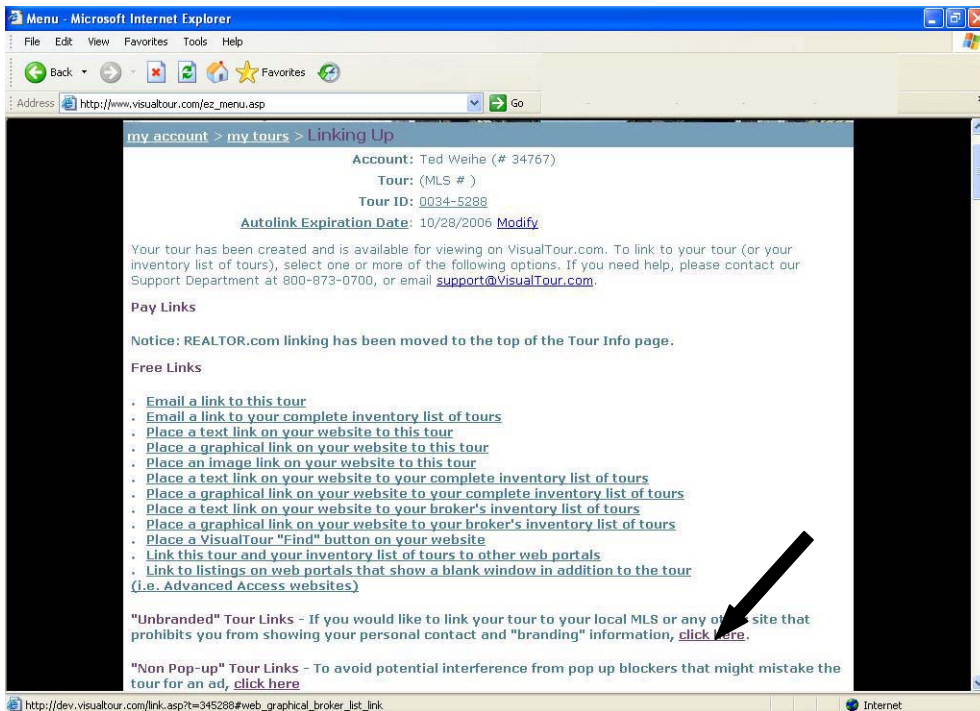
You'll see a summary of the images currently on the tour. From here you can edit the images, replace the images, even delete them.

You also have the option to choose which pictures you would like in a branded tour or even your flyer. This is helpful if you have added photos after the tour was uploaded.

To change the order of the images, change the number sequence in the order to the desired order and click “Save.” Click “My Tours” when finished.

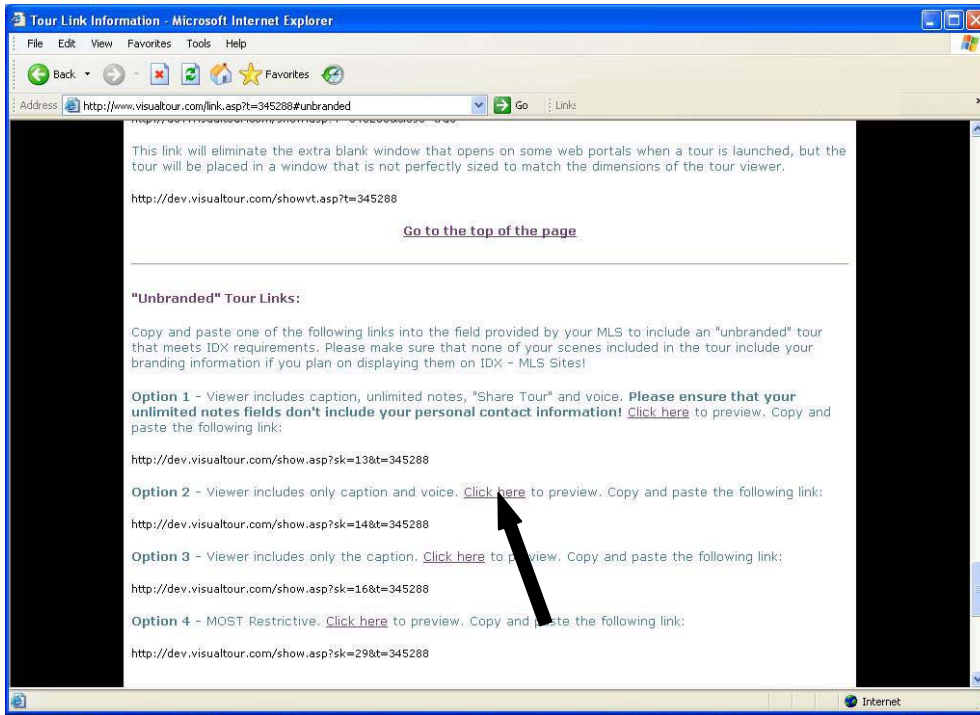


For linking information click “Link” to the left of the tour.



This page will provide you with lots of linking information and instructions to distribute your tour.

Please click on “click here” in the “Unbranded” Tour Links section to view linking options for your MLS.

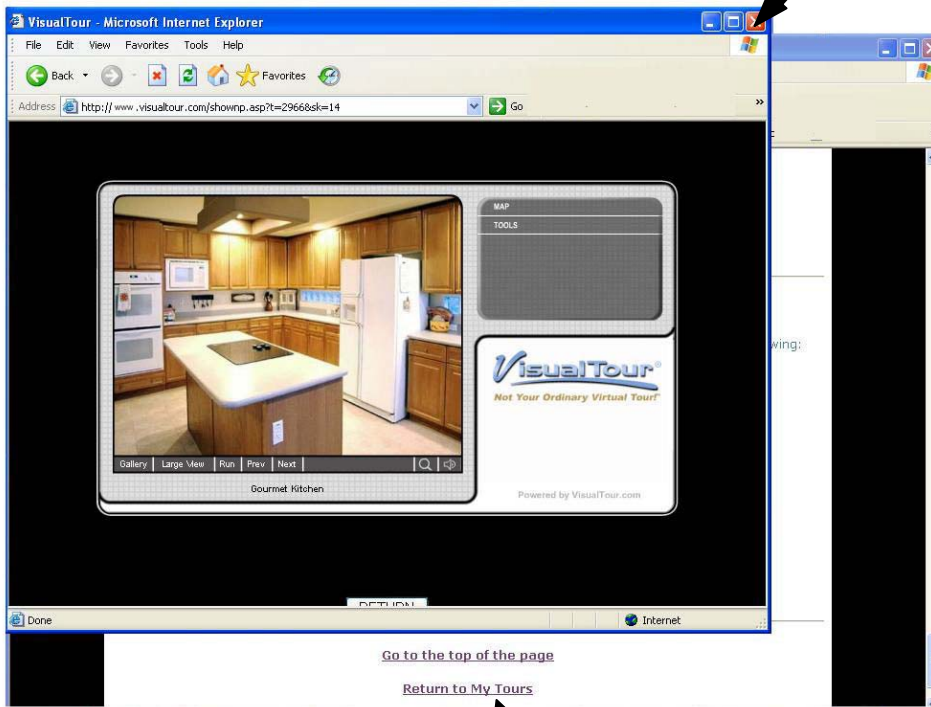


Choose from any of the four provided options. Option 1 is the least restrictive link and shows signage and descriptions, Option 4 is the most restrictive.

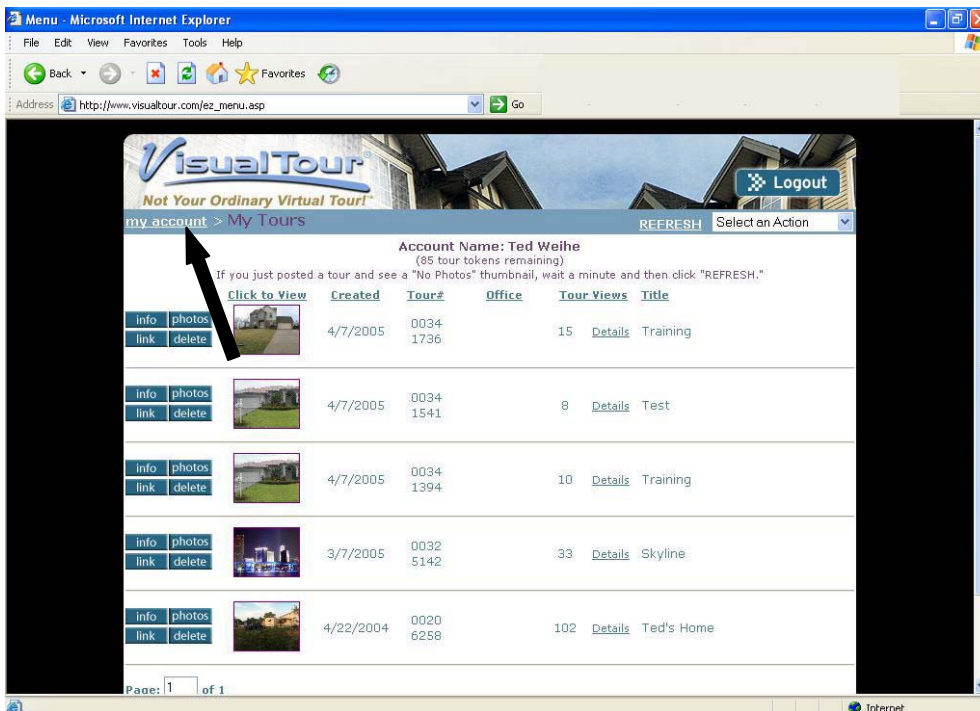
To see what the unbranded version looks like, please click “click here.”

To place the link onto your MLS simply right- click and copy the link, open the listing on your MLS system, and paste the link into the Virtual Tour section.

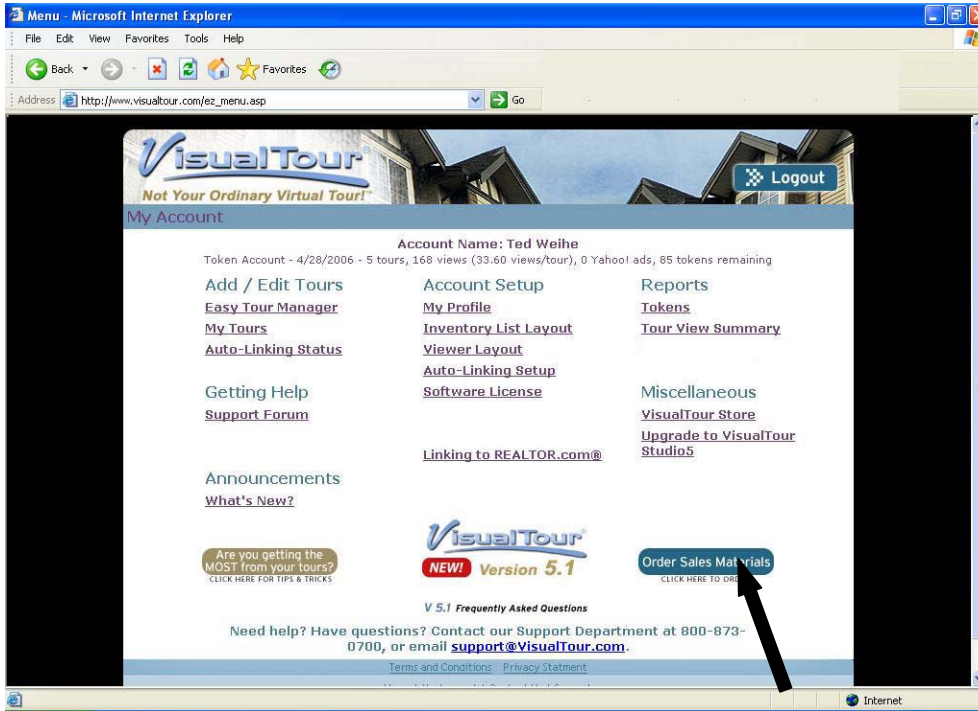
Linking instructions vary for different MLS systems; please check the VisualTour support forum at <http://forums.visualtour.com> for more specific instructions (if available).



To close the tour click the X in the upper right, and click “Return to My Tours” on the bottom of the page.



Click “My Account”



You can order VisualTour Listing Presentation CD Packets by clicking on “Order Sales Material.”



Click on “Buy Now” on the bottom right and follow the prompts on the screen.