



VisualTour

Quick Reference

This Quick Reference Guide is NOT intended to replace the full instructions contained in the Multimedia Tutorial. It is just a series of brief instructions for getting several common tasks completed without going into details about the assorted options.

Creating a New Tour

- 1) Double click the category in which you wish to create your tour (e.g. Commercial, Neighborhood Tours, etc.).
- 2) Click "Create a new tour" and name the tour.
- 3) Double click the newly created folder.
- 4) Click "Add photos" under Photo Tasks.
- 5) Select the location of your photos, select the images you wish to import. (Use SHIFT key or Ctrl key), and click "Open."
- 6) Select "Copy photos" or "Move photos" to keep or delete photos in their original location.
Stitch and label the photos as desired.

Editing Images & Descriptions in Existing Tours

- 1) Open a tour
- 2) Double click the photo.
- 3) Edit the caption/description of the photo.
- 4) Use the left or right arrow to update previous or next photo.
- 5) Click "Go up one level."

Rearranging the Order of Photos

- 1) Open a tour.
- 2) Click on the photo you wish to move.
- 3) Hold down left mouse button while dragging any image.
- 4) When a black vertical bar appears where you want the image, release the mouse button.

Deleting photos from a tour

- 1) Open a tour.
- 2) Click on the photo to be deleted, and select "Delete photos," or press "Delete" on your keyboard.

Deleting a Tour

- 1) Double click the category containing the tour.
- 2) Single click the folder (the tour to be deleted).
- 3) Select "Delete this tour" on the left of the screen, or press "Delete" on your keyboard.

Placing a Tour on Diskette

- 1) Open a tour, and click "Send to CD" on the left.
- 2) Enter the tour title and description as desired.
- 3) Click "Advanced" to add your agent photo, select background music, and enter your website address.
- 4) Click OK twice, and confirm any pop-up messages.
- 5) All files needed to create the CD are now stored in C:\ProgramFiles\VTStudio\CD Folder.
Select all contents within this folder and copy them to the CD.

Creating Panoramic Images

- 1) Open a tour.
- 2) Use the CTRL key to select the pictures to be assembled.
- 3) Click "Create panoramic" on the left side of the screen.
- 4) Enter a caption for the panoramic.
- 5) Choose Partial or Full 360 near the lower left, and click Next.
- 6) Adjust contrast, brightness, and sharpness as desired, and click Finish.

Adding Photos To A Tour

- 1) Open a tour.
- 2) Click "Add photos" on the left of the screen.
- 3) Select the location of your photos; select the images you wish to import. (Use SHIFT key or Ctrl key), and click "Open."
- 4) Select "Copy photos" or "Move photos" to keep or delete photos in their original location.

Upload Tours to VisualTour.com

- 1) Connect to the Internet.
- 2) Open a tour.
- 3) Click "Send to VisualTour."
- 4) Enter your VisualTour.com user name and password, and click Continue.
- 5) Click Yes if you are warned about the unsecure site or about an applet from the Johnathan Group Inc.
- 6) Type in a title and description, and click Next.
- 7) Click Next to begin the upload.
- 8) If asked, click Yes to upload.
- 9) Click Finish to see your list of tours. If it shows "No Photos" refresh the browser.

Previewing Web Tours Without Uploading Them

- 1) Open a tour.
- 2) Click "Preview webtour."