



NEW TOUR BUILDER FEATURE

Perfect for people with Mac computers and agents on the go!

VisualTour now offers a method to bypass the tour creation software and create your tours directly online. We believe this feature will be very useful to Mac users who do not run Microsoft Windows under Boot Camp or Parallels but want access to create tours. It is also great for Windows users who need to make a new tour from a remote location where they do not have the VisualTour Studio software installed.

This new system replicates most of the features from the software, which remains a free download from the VisualTour.com site for people to continue accessing features such as the photo cropping and image enhancement, multi-tour CD burning, full length videos with user adjustable timing control, voice narration, and built in stitching (Mac users who want stitched images might want to look at [PanosWithoutVTStudio.pdf](http://www.VisualTour.com/downloads/PanosWithoutVTStudio.pdf) on our website at <http://www.VisualTour.com/downloads/PanosWithoutVTStudio.pdf>).

The screenshot shows the "Tour Builder" interface. At the top left, it says "my account > Tour Builder". The interface is divided into two main sections: "Tour Information" and "Tour Photos".

Tour Information:

- Property Name: Ranch Style Home on Large Lot
- Description: This 4 bedroom, 2 bath home sits on a large corner lot adjacent to a wooded park. All new carpet in bedrooms, wood flooring in kitchen/living room area. Energy efficient appliances, no HOA.
- Address: 5230 Glen Mills Rd
- Neighborhood: Pine Villas, State: Florida, Zip: 33074
- Other Info: 269900, F4716420, 2100
- Property Type: Single Family Home
- Bedrooms: 4, Bathrooms: 2, Cars: 2

Tour Photos:

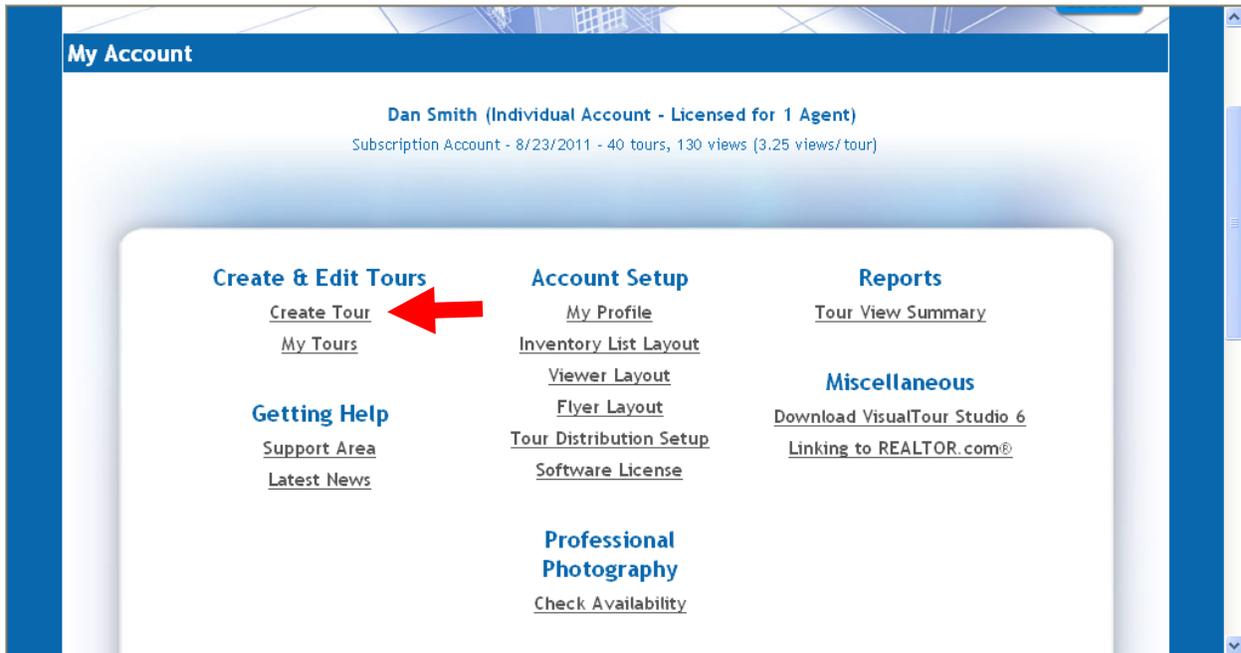
Photo	Caption
	Front View
	Living Room
	Kitchen
	Breakfast Nook

Buttons: "+ Add Photo(s)" and "- Clear All"

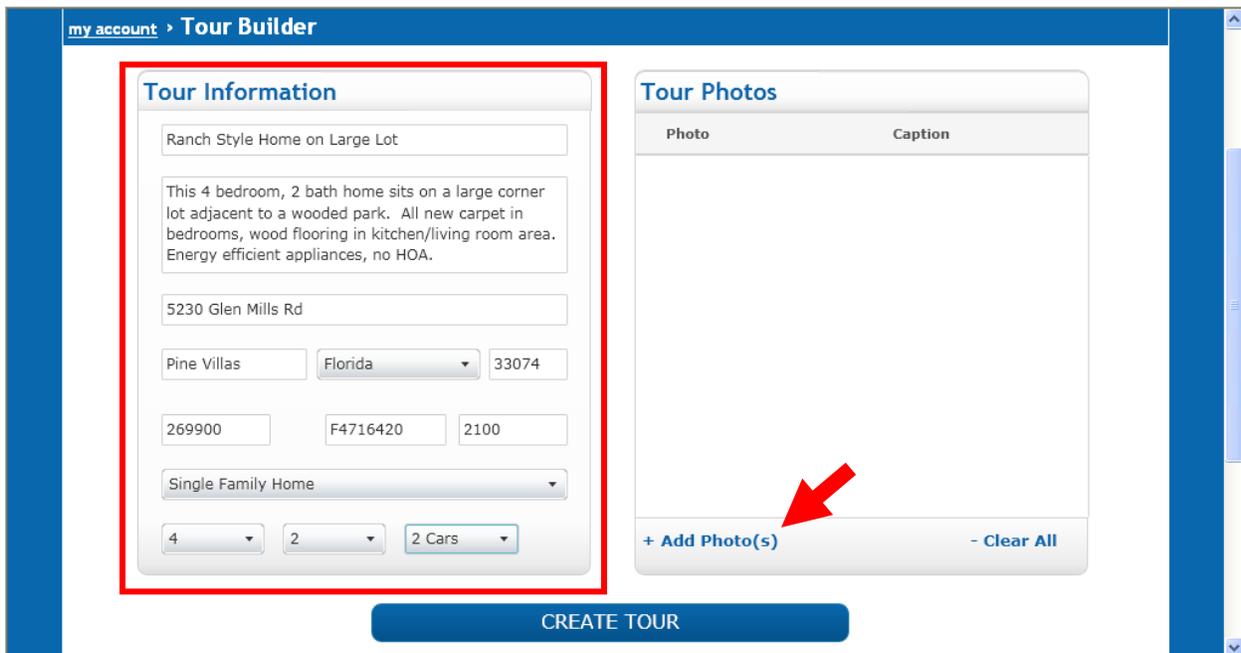
At the bottom center, there is a large blue button labeled "CREATE TOUR".

Note that this document is only intended as a quick introduction to using the new online Tour Builder feature. We invite you to call us toll free for any assistance you might need. Our support staff can be reached at 800-873-0700 (press option 1) between the hours of 8AM and 8PM Eastern time on weekdays or between 9AM and 6PM Eastern on Saturdays. If you prefer email support, write to us at support@VisualTour.com.

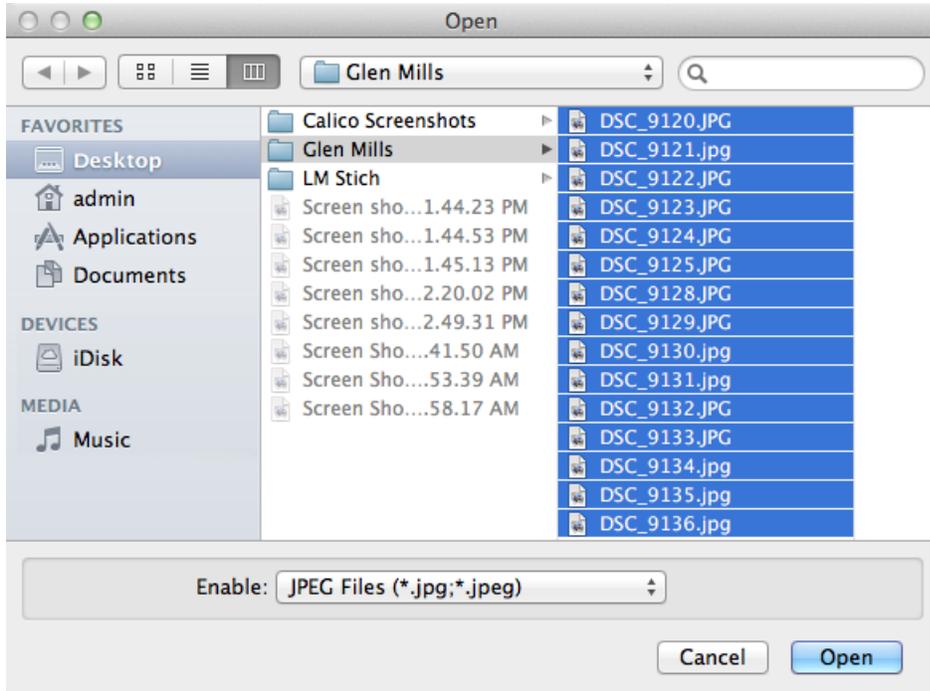
To get started, log into your account at www.VisualTour.com, and from the My Account screen, click Create Tour.



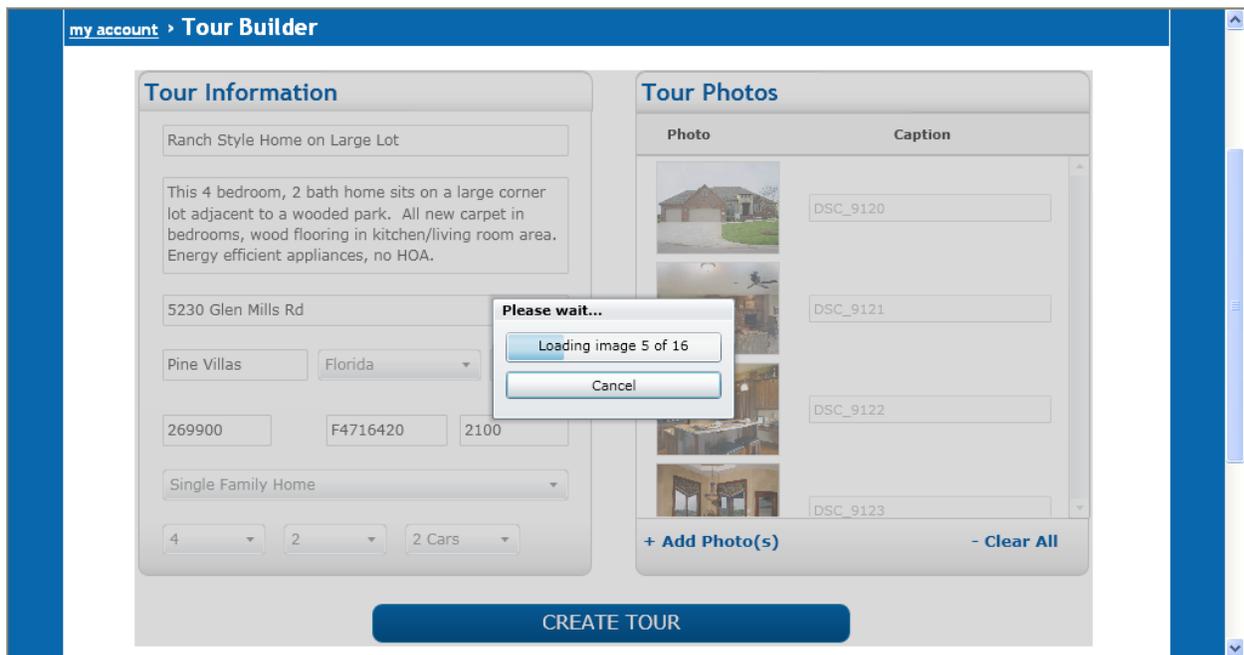
On the left side of the screen, fill in a title for the tour along with a description, address, bedrooms, baths, and other information. After you have completed the left side, click the + Add Photo(s) option toward the bottom of the screen.



Select one or more photos to import. As is true of other software you use, you can hold down the Command key (Mac) or CTRL key (Windows) to allow you to select more than one image at a time. To select a large group of consecutive images, click the first image you want then while pressing the SHIFT key (Mac or Windows), click the last.



Once the images are selected, click Open. A progress bar allows you to monitor the import process.



When the images have been imported, small thumbnail representations appear on the right side of the screen along with the names of the imported photos. If you did not name your images prior to import, then you will see the names that the camera assigned to them.

The screenshot shows the 'Tour Builder' interface. On the left is the 'Tour Information' section with various input fields for property details. On the right is the 'Tour Photos' section, which contains a table with two columns: 'Photo' and 'Caption'. There are four rows of photo thumbnails, each with a corresponding caption field containing a default camera-generated name like 'DSC_9120'. At the bottom of the 'Tour Photos' section are buttons for '+ Add Photo(s)' and '- Clear All'. A large blue 'CREATE TOUR' button is centered at the bottom of the interface.

Photo	Caption
	DSC_9120
	DSC_9121
	DSC_9122
	DSC_9123

To label your scenes, just click in the space to the right of each photo and type a new name. There is space here for a 30 character caption, but be aware you will have an opportunity later to type in a much longer description for each scene.

This screenshot shows the same 'Tour Builder' interface as above, but with custom captions entered for the first three photos. The 'Caption' field for the kitchen photo is highlighted in light blue. The caption for the fourth photo remains 'DSC_9124'. The 'CREATE TOUR' button is still visible at the bottom.

Photo	Caption
	Front View
	Living Room
	Kitchen
	DSC_9124

Once you have typed in captions for all of your scenes, click the CREATE TOUR button at the bottom.

The screenshot shows the 'Tour Builder' interface. On the left is the 'Tour Information' section with various input fields for property details. On the right is the 'Tour Photos' section with a table of photos and captions. A red arrow points to the 'CREATE TOUR' button at the bottom center.

Photo	Caption
	Front View
	Living Room
	Kitchen
	Breakfast Nook

+ Add Photo(s) - Clear All

CREATE TOUR

A progress bar will appear while the tour is being created.

The screenshot shows the 'Tour Builder' interface during the tour creation process. A progress bar labeled 'Processing image...' is visible at the bottom, and a 'Cancel' button is present to the right. A red arrow points to the progress bar.

Photo	Caption
	Front View
	Living Room
	Kitchen
	Breakfast Nook

Processing image... Cancel

Once the tour creation is complete, you will be taken to the My Tours screen (also accessible directly from the My Account screen) with your tour now appearing. Note the six buttons to the left of the tour, which allow you to modify the tour, delete the tour, get links to your tour, and access the tour view statistics.

VisualTour

my account > My Tours REFRESH Select an Action

Account Name: Dan Smith
(Subscription Account)

If you just posted a tour and see a "No Photos" thumbnail, wait a minute and then click "REFRESH."

Find Tour

	Click to View	Modified	Status	Tour#	Office	Tour Views	Title
Info Photos Flyer Stats Links Delete		8/23/2011	Active	0257 1510		0	Ranch Style Home on Large Lot
Info Photos Flyer Stats Links Delete		8/23/2011	Active	0112 5096		12	Ready for Move In Today!

Changes to the Property Information

Clicking the INFO button allows you to enter additional information about the property, such as the open house date, school district, and year built. You can also click the Change option next to the music to choose from over 90 selections of background music.

Tour Address:

Address: Hide Address: ?

City/Town: Hide Map: ?

State/Province: (if other state)

Zip/Postal Code: Validate Address

Country: Test Map

Geocode: Street Level Accuracy ? Update Geocode

Sub Div/Area:

Tour Details:

MLS #: ? Status:

Category: Subcategory:

Price: Hide Price: ?

Year Built: Schools:

Bed Rooms: Baths:

Changes to the Tour's Photos/Scenes

Clicking the PHOTOS button next to your tour allows you to make further changes to the tour's photos. For example you can renumber the scenes to change the sequence. Feel free to use decimals, for example numbering a scene as 2.5 to reposition it to be after scene 2 and before scene 3. After renumbering them, click SAVE for the new sequence to appear.

		<u>Order</u>	<u>Type</u>	<u>Branded Only</u>	<u>Flyer Only</u>	<u>Caption</u>
<input type="checkbox"/>	Edit Replace Make Link Photo	<input type="text" value="1"/>	2D Still	<input type="checkbox"/>	<input type="checkbox"/>	Front View
<input type="checkbox"/>	Edit Replace Make Link Photo	<input type="text" value="2"/>	2D Still	<input type="checkbox"/>	<input type="checkbox"/>	Living Room
<input type="checkbox"/>	Edit Replace Make Link Photo	<input type="text" value="3"/>	2D Still	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen
<input type="checkbox"/>	Edit Replace Make Link Photo	<input type="text" value="4"/>	2D Still	<input type="checkbox"/>	<input type="checkbox"/>	Breakfast Nook

An Add Photo(s) option in the upper right allows you to go back and add more photos at a later time.

my account > my tours > Photos for Tour #2571510

HOT SPOTS SAVE **ADD PHOTO(S)**

If you just posted a tour and do not see your photos, wait a minute and then click [REFRESH](#)

Ranch Style Home on Large Lot

Link Photo:



This "Link Photo" is a copy of one of your tour's images that will be shown as the main image on some distributions sites (such as Yahoo!). By default, it is also used as the tour thumbnail image displayed on your My Tours and Inventory list. To select a different Link Photo, click the "Make Link Photo" below.

You can access this photo from other websites using this hyperlink. This file name changes each time you select a different Link Photo, so remember to change your other website's links if you change your Link Photo. The Yahoo! link photo is changed automatically in the next update (within 24 hours): http://www.visualtour.com/tours/2011/02571000/2571510/lp_aqyfd.JPG

Tour Photos:

		<u>Order</u>	<u>Type</u>	<u>Branded Only</u>	<u>Flyer Only</u>	<u>Caption</u>
<input type="checkbox"/>	Edit Replace Make Link Photo	<input type="text" value="1"/>	2D Still	<input type="checkbox"/>	<input type="checkbox"/>	Front View

Click an actual photo to be taken to a screen where you can adjust that scene's timing, transition effects, or even fix a typo in the caption. You also have space to enter a full description.

(1120 x 840 pixels)

Preview

Caption:

Description:

Characters left: 5000

Fit In Window (don't scroll panoramics)

Duration (sec):

Transition Effect:

Pan/Zoom Speed:

Pan/Zoom Effect:

The Flyer

If you return to the My Tours page and click the FLYER button next to your tour, you can decide which 5 photos appear on the tour's flyer. Use the drop down option to the left of each photo to select where that photo will appear in the flyer or choose Do Not Display to leave that photo off the flyer. There is room for up to 5 photos on the flyer. Be aware that images of panoramic proportions will not fit on the flyer nor appear as options for use.

Position	Photo	Caption
Flyer Photo 1		Front View
Flyer Photo 2		Living Room
Flyer Photo 3		Kitchen
Do Not Display		Breakfast Nook

Linking Your Tour to Various Websites

When your tour is first created, you will be sent an email with some commonly used links that you can place on websites and in emails, as well as unbranded links preferred by most MLS sites. In addition to those links, you can return to the My Tours page and click the LINKS button next to your tour to access the Link Builder feature, which offers links to the tour, your inventory of tours, Craigslist ad generation, and social media linking. Try it out to see all of the options.

my account > my tours > Link Builder

 Tour: Ranch Style Home on Large Lot(# F4716420)
Tour ID: 0257-1510
Distribution Expiration Date: 2/23/2012 [Modify](#)

1 Link Type 2 Destination 3 Appearance 4 Branding 5 New Window 6 Finished!

To link to your tour (or your inventory list of tours), select one of the following options:

What type of link do you want?

This tour

My inventory

A VisualTour "Find" button

[Next >](#)

Reminder: The VisualTour support staff is available from 8AM to 8PM Eastern time on weekdays and 9AM to 6PM Eastern time on Saturdays. Call us TOLL FREE at 800-873-0700 for assistance with this Tour Builder feature (or any other questions).