Virtual Tour's

When you purchase a professional real estate photography package from Home Photo, it also comes with a professionally styled Virtual Tour. This Virtual Tour is a moving slide-show of your new listing photos and is a beautiful and functional way to present your real estate photos to the buying public!

The Virtual Tour system offers many options for customizing the look and feel of the Tour including; Realtor branding, adding listing titles, creating property & photo descriptions, changing photo order, downloading photos in various sizes, adding music, creating custom download-able flyer's and setting up emails that send you weekly Tour statistics.

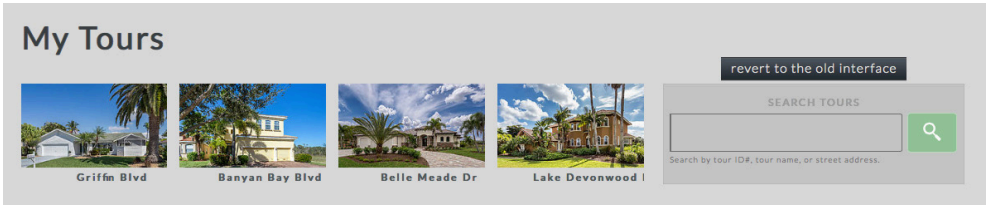
These changes are all accomplished through the Virtual Tours "Client Panel". So when you get your very first Virtual Tour through Home Photo, you will receive an email asking you to set up a ***Username*** and ***Password***. Once that's been set up, you'll then have access to the Tour's "Client Panel" and the ability to make all these customized changes.

How-To

The Virtual Tour is not complicated to use, but does require a little tinkering and familiarization to understand, so I've put together this ***Virtual Tour How-To*** to help speed you along and get your Virtual Tour online faster.

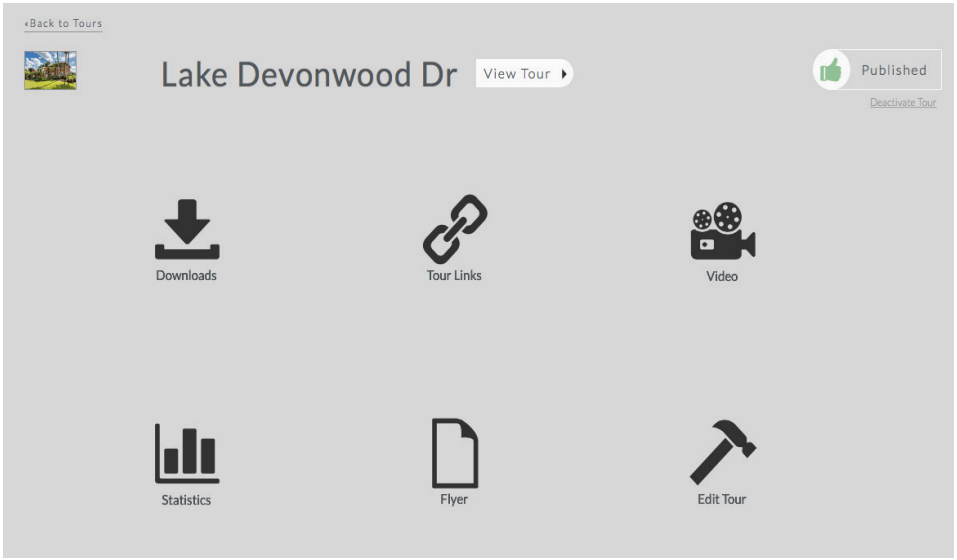
Step 1:

Log in to your Virtual Tour account. There you will see all of your current Tours listed in "**My Tours**". Click on the Tour you want to work with. *Your choices will look different then those shown here.*



Step 2:

After clicking on the address/ Tour that you want, you'll be presented with the following screen. This is the main screen of the "Client Panel" and where you will have access to the varying Virtual Tour options.



On this page, you have 6 options:

- **Downloads**
- **Tour Links**
- **Video**
- **Statistics**
- **Flyer**
- **Edit Tour**

DOWNLOADS (Arrow Down Icon)

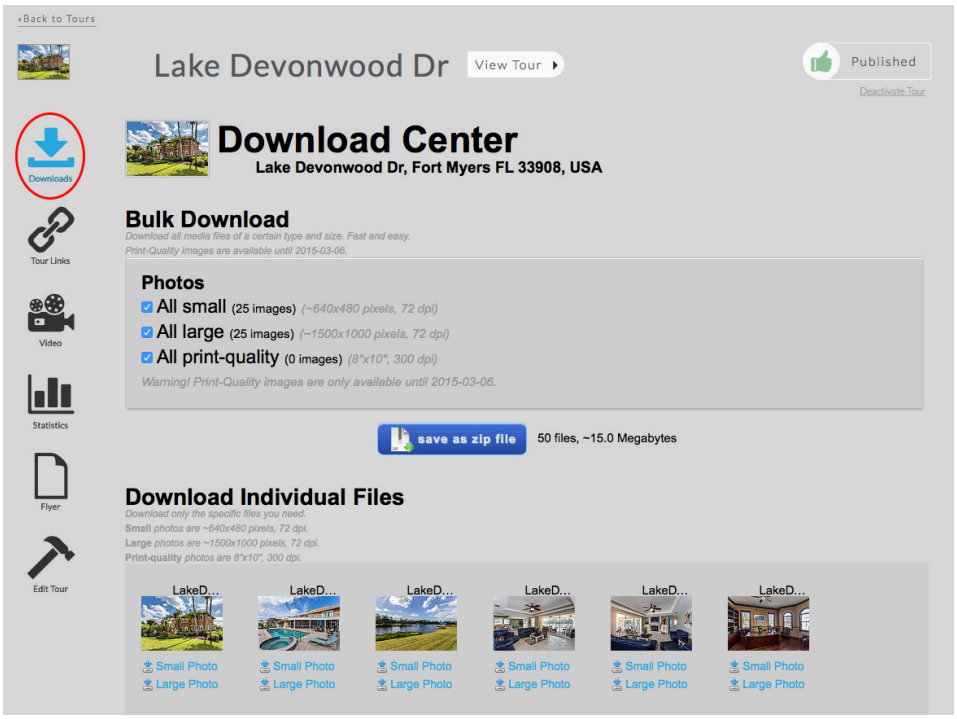
The Downloads link will take you to the Downloads Center. This page allows you to download your photos to your computer in various resolutions and sizes for both web and print.

If you want to download all of your photos, choose the size and resolutions of the photos you want by clicking on the blue boxes.

Next, click on the "Save as Zip File" button. If your using a PC, it will first give you an option of where you want to save your file on your computer. If you're on a Mac, the file will go straight to your Downloads folder.

If you only need specific images, you can click on the blue links below each image to download them separately.

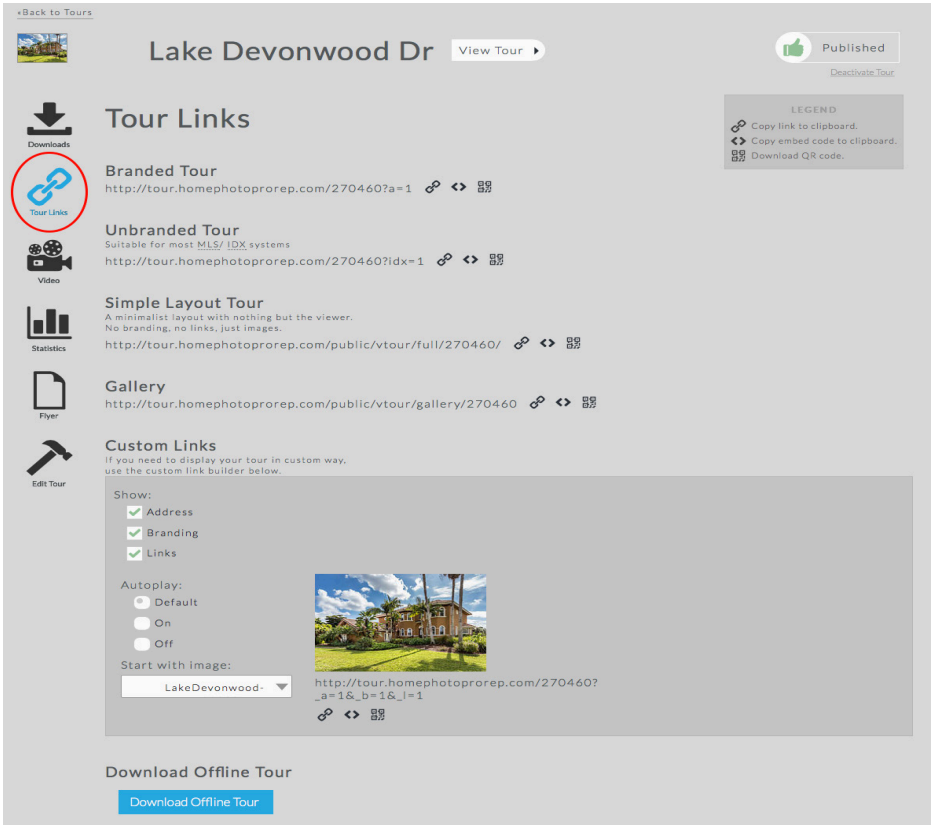
Once the download is complete, the photos will be on your computer and can be uploaded to the MLS , broker website or sent to the printer.



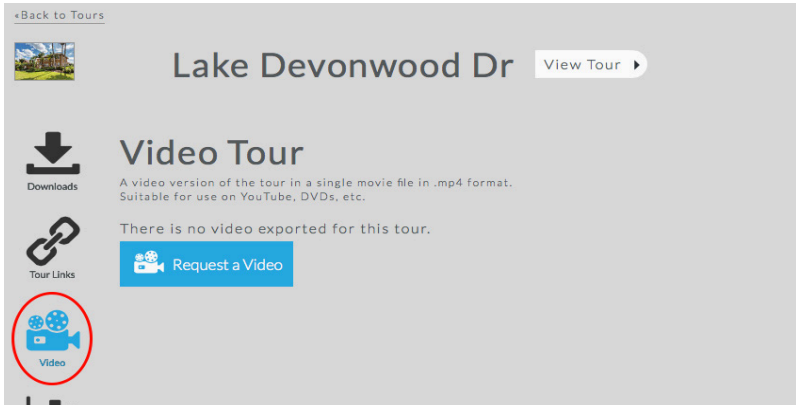
TOUR LINKS (Chain Icon)

The Tour Links page provides you with all the links to the branded and unbranded Virtual Tour. The icons to the right of each link allows you to copy those links in various formats and then paste those links into the MLS or other places on the web.

If you click on the link itself, it will take you to that particular Tour.



VIDEO (Video Camera Icon)



The movie camera icon link will take you to the Video page. This page allows you to request your Virtual Tour slideshow to be exported as a video which can then be uploaded to YouTube.

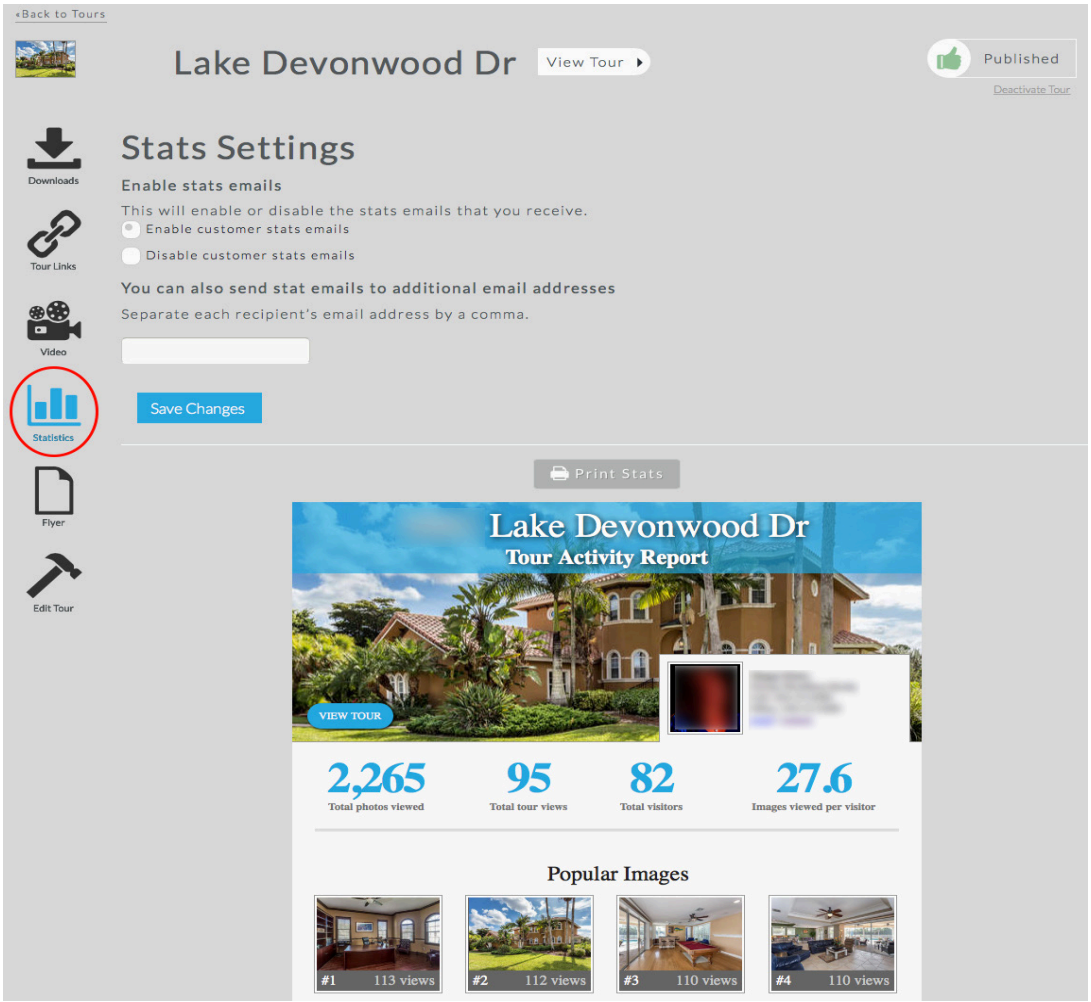
Video exports are not included as part of any photo package and involve an extra charge of $6 per branded or unbranded video or $10 for both.

*Note: When requesting a Tour to be exported as a video, please make sure the Tour is the way you want it to appear, complete with descriptions, music, etc. Once I receive the request for the video, the Virtual Tour will be exported in it's current state.

STATISTICS (Bar Graph Icon)

The Statistics link will take you to the Stats Settings Page. After the Virtual Tour has been posted online, this page provides you useful information on how many people are viewing your Tour.

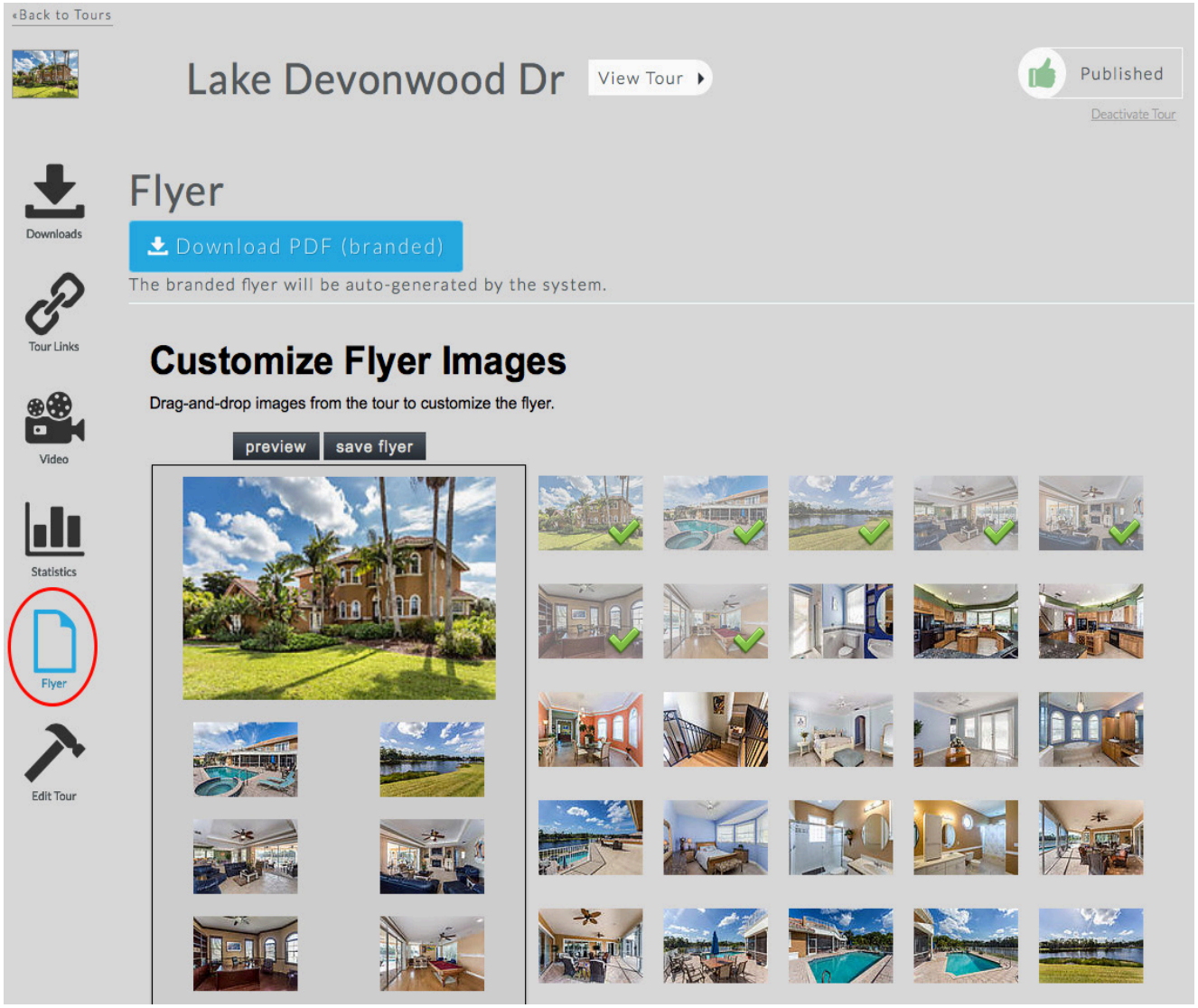
As the agent, the stats are emailed to you on a weekly basis, but if you want your clients to receive this information as well, you can also add their emails on this page.



FLYER (Paper Icon)

The Flyer link will take you too the Flyer page. This page allows you to create a downloadable flyer based any images you've selected on this page.

You can click on the "Preview" button to see what the flyer will look like before downloading.



EDIT TOUR (Hammer Icon)

The Edit Tour link will take you to the Edit Tour Page. This is where you will do the bulk of your editinf, from adding titles and descriptions to choosing music for your Tour.

When the Edit Tour page opens, it will be on the "Media" tab. If you look at the top left, you will see three tabs, **Media, Tour and Map/MLS**. Each one allows you to do different things within the Tour.

Media Tab

In the Media tab, this is where you can add photo details like names and descriptions. You can also add additional photos (not taken by Home Photo) to the Tour that you may have of the property by clicking on the "Select Files" button and navigating to them on your computer.

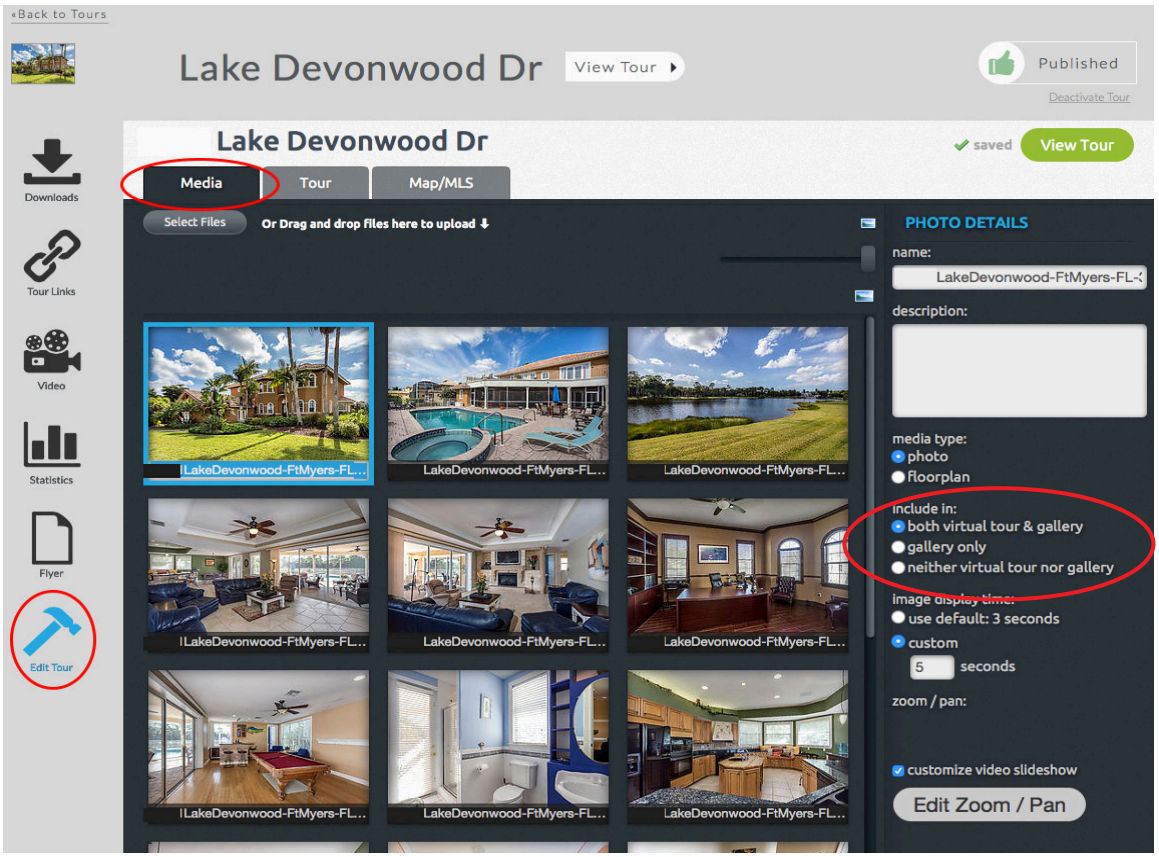
**Note: By default all images are always visible.*
Once photos have been uploaded to the virtual tour, only I can delete them from the Tour. However, with the option below, you'll have the ability to turn on and off specific images from the viewing public.

To hide images from viewers, go to the right side of the screen and look to the center section that says;

Include in;

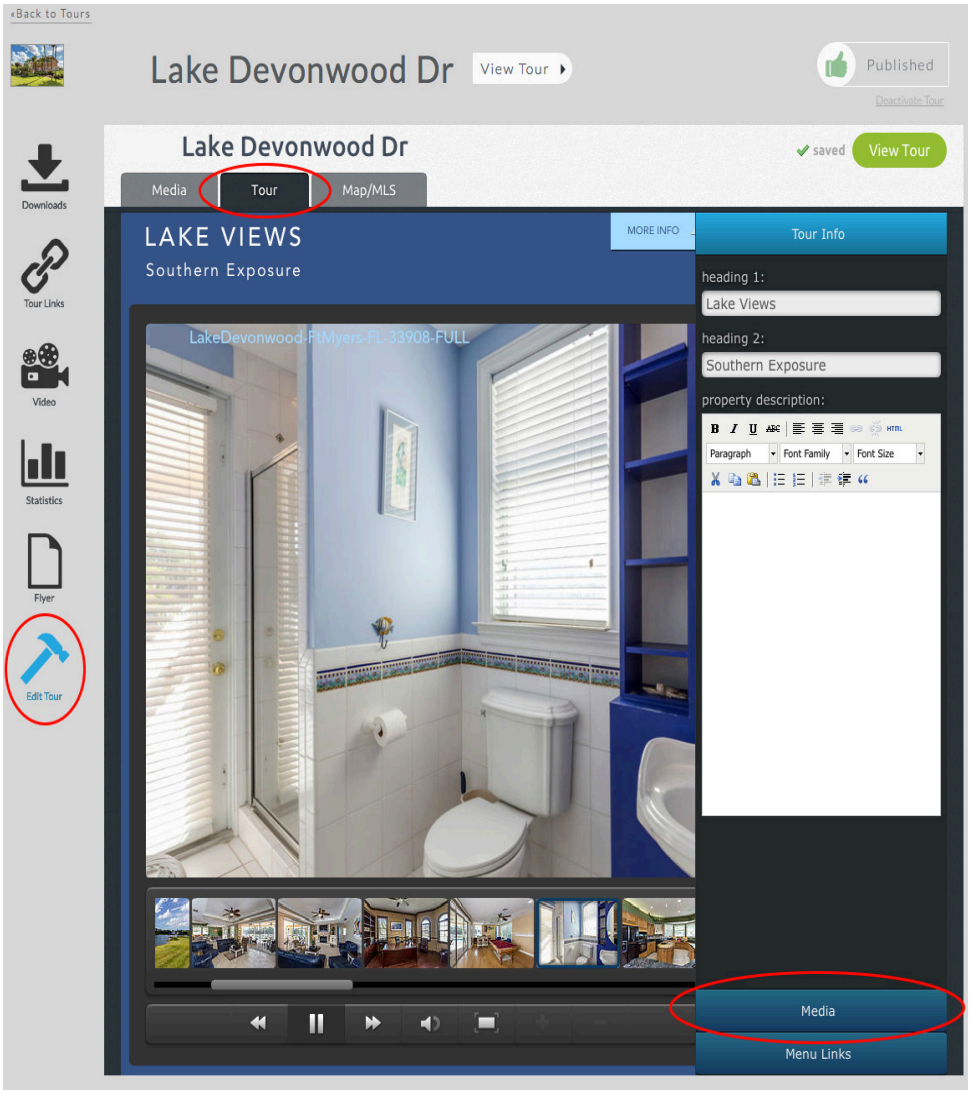
- **Both virtual tour & gallery**
- **Gallery only**
- **Neither virtual tour nor gallery**

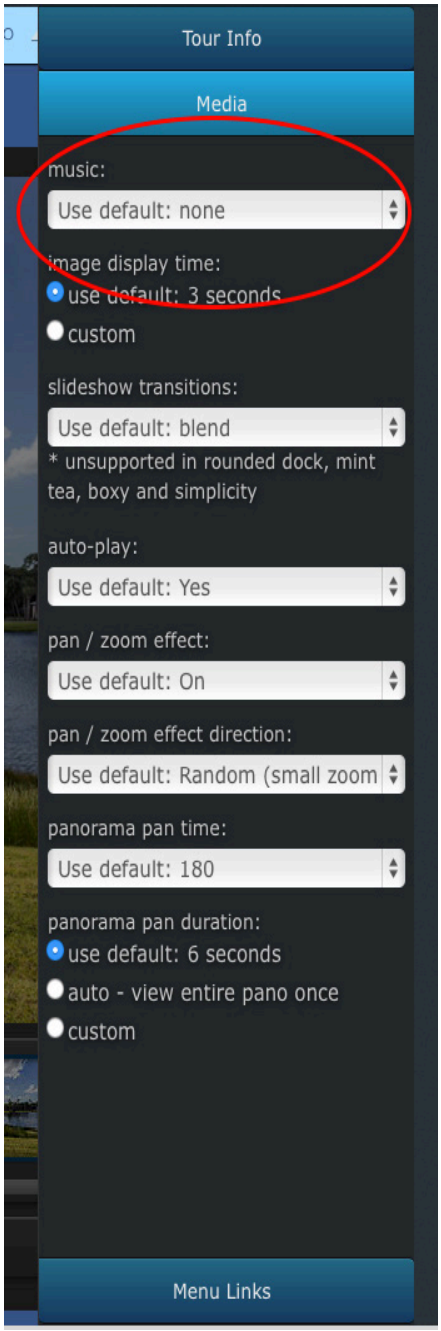
Select the image you want to affect and the click on the last radio button that says; **Neither virtual tour nor gallery.** This will turn off that particular photo from the Tour. I would not worry about any of the other options located on the right side unless you're feeling adventurous.



Tour Tab

In the Tour tab, you have the option of adding headings (titles) that will show up in th top left hand corner of each tour page. In this case it says, Lakes Views and Southern Exposure. Also on the right hand side, you will see 3 horizontal tabs. The current one at the tops says "Tour Info" and the other two below are "Media" and "Menu Links".





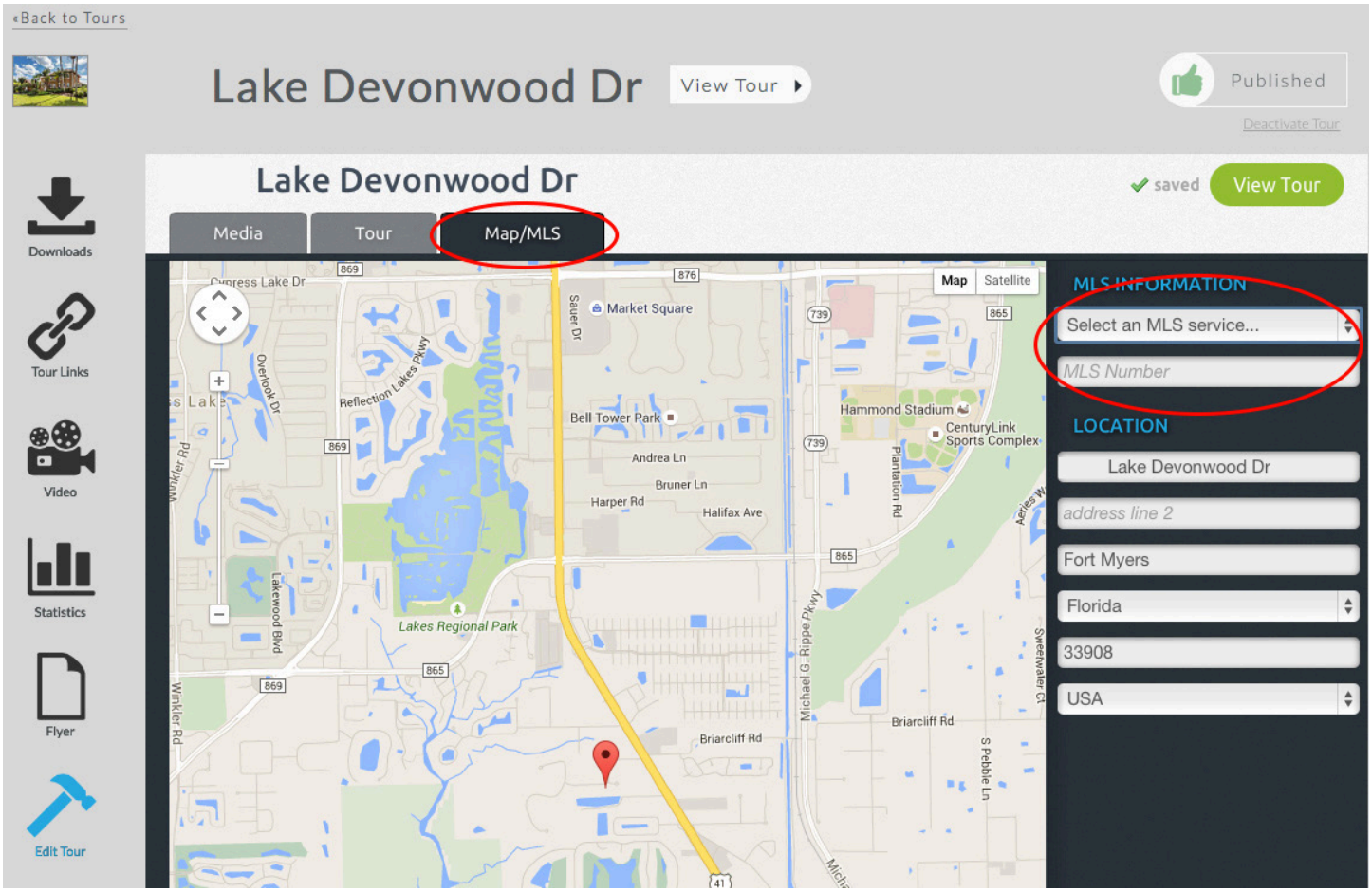
Under the "Media" tab, is where you'll have the ability to **add music**. If you look at the image to the right, the top line says "Music". By clicking on the "Use default: none" it will pull up all the music available for you to choose for the Tour and there's a lot to choose from. By clicking on the title of each song, you'll be able to hear what each song sounds like. Once you select a song, the Tour will automatically save your choice and apply it to the Tour.

That's all that's really important in the"Media" section.

And for the last tab on the right side bottom, that says "Menu Links", I wouldn't mess with any of the other options under this tab unless you really want too.

Map/MLS Tab

The final tab on the Virtual Tour is the Map/MLS tab. This is where you can enter the MLS number for the property and select the local MLS service you normally use. Everything else under this tab is pretty self explanatory.



As I mentioned in the beginning, The Virtual Tour is not complicated to use, but does require a little tinkering and familiarization to understand, so if you still have any questions about how this Tour works or need help setting something up, please feel free to let me know and I'll do what I can to help out.

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