



## Instructions

Photos are the heart and soul of your virtual tour and with today's digital cameras, taking photos is simple and fun. Digital cameras are the best tools for taking your photos and you can also scan photographs to include them in your virtual tour or upload any digital media saved in the JPEG format.

To begin lets take a moment to familiarize you with some of the terms we will be using. A pixel, short for Picture Element, is a single element in a computer monitor or television screen. Image size is then the number of pixels in the image. File size is the amount of data to preserve your data in kilobytes. Image size and file size are proportional controlled by compression mechanism, JPEG. JPEG is an abbreviation for [joint photographic experts group: a system for reducing the size of electronic image files](#). Let's think about your photographs. Make a quick checklist of important rooms and organize them so that the tour will flow through the house. We recommend starting at the entrance and ending in the back yard. For interior shots make sure to turn on all the lights and use your flash.

The next step to complete is downloading your photos onto the hard drive of your computer. Please follow the instructions included with your camera from the manufacturer. For more information on taking photos and digital cameras we highly recommend reading this tutorial available from Kodak.

[http://www.kodak.com/eknec/PageQuerier.jhtml?pq-path=2/3/38&pq-locale=en\\_US](http://www.kodak.com/eknec/PageQuerier.jhtml?pq-path=2/3/38&pq-locale=en_US)

## Preparing Photos

Now that you have all of your photographs downloaded onto your hard drive it is time to prepare your images for uploading to the web. Resizing images is easy. Open your image editing software or the software included with your digital camera. Locate the "cropping" tool, usually found on the main tool bar or under the "Image" or "Edit" dropdown menu, and then designate crop dimensions, in both width and height.



There are three styles of images you can work with to create your virtual tour: Panoramic, Portrait, and Still. Panoramic images are greater than 640 pixels wide and 480 pixels tall. Portrait images are 640 pixels wide and greater than 480 pixels tall. Still images are 640 pixels wide and 480 pixels tall. Panoramic images will pan horizontally, portrait images will pan vertically and still images will not pan. Images uploaded into our system that are smaller than 640 pixels by 480 pixels will automatically be centered in the screen at the resolution they are uploaded at. Images uploaded into our system that are greater than 640 pixels wide and greater than 480 pixels tall will automatically crop to 640 pixels by 480 pixels.

We recommend that all images be cropped to either 850 pixels wide and 480 pixels tall or 640 pixels wide by 750 pixels tall. You can crop each image to be as wide or tall as you need so long as one of the dimensions of the image is either 640 pixels wide or 480 pixels tall.

After resizing each image you must save the file as a JPEG. This is the most common format for images and is typically the default setting for most image editors. Choose File > Save As > then select the JPEG setting. To organize your photos you should save images in a unique folder and number them in a sequential order.

### Creating your Virtual Tour

Creating your Virtual Tour should take less than 5 minutes. Log onto [sfhometours.com](http://sfhometours.com) and select "Create Tour". You will be asked to enter a tour ID number. This is a unique number you will be using to access your tour on the internet. We recommend the MLS number or the property address.

Next you will be directed to upload your first image. Click on the "browse" button and locate your first image from your hard drive. Then click "upload". After uploading your images you will now need to enter the property address, city, state and zip. Next you will enter your property description and are allowed up to 255 characters. Then enter a price and your preferred music selection. Preview your music selection by selecting "Preview". Once you click "Submit" your tour is complete. Your tour link will appear on the next screen. You can click on this link to view your tour or select "Edit Tour" to change images, add text to each image, change your music selection or modify the property description or price.

### Linking your Tour

URL stands for Uniform Resource Locator. This is the name given to a web address. Our tours are always stored on our servers to make our service as convenient as possible. Your tour address will always resemble this address,

[http://www.sfhometours.com/tour.asp?tour=\(tourID\)](http://www.sfhometours.com/tour.asp?tour=(tourID))

Once your tour is completed you can add the virtual tour link to any website, the MLS or email it to your clients. From the “Client Menu” select “View Tours”.

This page also has a link for the MLS compliant tour. This tour will have no contact information associated with it so that you can send it to other agents or place it in the MLS.

[http://www.sfhometours.com/IDXtour.asp?tour=\(tourID\)](http://www.sfhometours.com/IDXtour.asp?tour=(tourID))

This page will list all of the tours in your catalogue. From this page you can copy and paste the URL to any document or your website. Another option is to click on the tour link. Your tour will open in a new window. The “Email” button will conveniently write your tour address into an email.

### Creating your CD

To burn your virtual tour to compact disc, log on to your account and select “Download Compact Disc”. The next screen will allow you to download a zipped folder containing all the files to run your compact disc. Download this file and use WinZip to extract these files. We recommend that you save this file in a convenient location. Next we will be downloading the images and files that complete your compact disc.

Select “Download Files”, a list of tours in your catalogue will appear. Choose the tour you wish to burn to compact disc. Only one tour can be placed on each compact disc. From this screen download each image file in your tour and the associated files. All of these files should be saved into the “Photos” folder of the unzipped folder “dynamicCD”. Once completed select “Click here to complete your compact disc”. This button will check that each file required for your compact disc was successfully downloaded.

You are now ready to burn these files to compact disc. Please follow the directions associated with your CD burning software.

### Managing your Account

All of your account information can be controlled directly from the “Client Menu”. Log on to your account and select, “Manage Account”. Your name, phone number, address and email address will appear in your virtual tour exactly as they are found here.

Changing this information will immediately

change all of the associated information in all of your tours. We do not permanently store any credit card information on our clients. If you need to purchase an additional virtual tour or renew a single virtual tour for another year you will be required to enter your

credit card information again. On this page you can also cancel your account. Simply select “cancel your account”. We hope this tutorial has been informative, for additional questions please contact our support staff at [support@sfhometours.com](mailto:support@sfhometours.com)