

Quick Reference Instructions

- **Logging Into Your Account**

1. Log onto www.TahoeHomeTours.com , www.SFHomeTours.com .
2. Select "**Client Menu**" and enter your Login (email address) and Password.

NOTE: *If you do not have your login or password, call 1.800.250.7410 or email shelly@ltdp.com*

- **Understanding Your Client Access Screen**

The client access screen offers you administrative control to *create, edit, view* and *delete* the virtual tours in your library. From this screen you can also download the files to *burn a compact disc* of your tour, upload your tour to *Realtor.com* and *Google Base*, and manage the primary contact information appearing in your tours.

- **Regarding your Photos....**

Tahoe Home Tours allows you to create a customized tour to meet your individual needs. Our program will allow you to crop your images to one of three specific sizes, required by our software. This image size will dictate if the image will pan horizontally, vertically or remain still. We have listed the pixel sizes below should you opt to pre-crop your photos in an outside photo editing software.

Pan Direction	Crop Size
Horizontally/Landscape	850 px x 480 px
Vertically/Portrait	640 px x 750 px
Still / Slideshow	640 px x 480 px

Note: If you wish to include images that pan further or higher, you can crop your images using software that allows you to identify specific crop dimensions, such as Adobe Photoshop or elements. To achieve a longer horizontal panning, just make sure your image is exactly 480 pixels high and at least 850 pixels wide OR GREATER. As for portraits, just make sure your image is exactly 640 pixels wide and 750 pixels tall OR GREATER. Call us for more info on including larger panoramic or portrait images.

1. First, make sure all your images are saved as JPEG files. Our system will not accept any other types of files.

2. To facilitate a quick and easy image upload process, we recommend having your pictures in a separate file and named in a sequential order (i.e., Img_1, Img_2, Img_3, Img_4...)

Or at least, have a pre-determined order in mind. Although you can make simple revisions through the EDIT screen,

• **Creating Your Virtual Tour**

1. Select **"Create Tour"** from the **"Client Access"** screen.
2. Enter a **"Tour ID"**. We recommend using the MLS # or the address, omitting any spaces. (Ex. 1105Tyler)
3. Browse your hard drive for your first tour image.
4. Select the **"Upload"** button.
5. If your images need to be cropped (meaning if they are not already one of the 3 sizes listed in the table to the left) our system will automatically detect this and open our cropping software.
6. As mentioned, you can opt to crop your photos in one of three sizes (panoramic, portrait or still). The opaque box you see represents the size and shape of the images after cropping is complete.
7. Now you can click on each option (panoramic, portrait, still) to test which size will work best for this photo orientation.
8. You can maximize or minimize the "cropping area" by rolling your mouse over the + and - keys in the top left hand corner of the crop box.
9. Position the opaque box over your photo in the desired location by holding down your left mouse key on the box and dragging into position.
10. Then roll your mouse over the + to maximize the opaque box.
11. Click "Crop Image".
12. You will now see a thumbnail confirming the image you just cropped (You may need to scroll down on the page to view the cropped thumbnail).
13. **NOTE:** If the screen does not show the thumbnail and still asks you to "Download your first image" you need to adjust your browser settings. To do so, click on TOOLS on the Internet Explorer (web tool bar) tool bar. Then click on INTERNET OPTIONS. Under TEMPORARY INTERNET FILES click on SETTINGS. Be sure that EVERY VISIT TO THE PAGE is checked.
14. You can add an **"Image Title"** (18 character allowance) and **"Image Text"** (110 Character allowance) in the boxes located under the thumbnail. After you enter text, hit **"Submit"** to save the text.
PLEASE NOTE: Apostrophes ('), brackets ([) and quotations (") are NOT ALLOWED in any text, title or property description. Including any such punctuation will cause your tour to error.
15. Scroll back to the top and browse your hard drive for the 2nd tour image.
TIP: You can also add text later in the **"Edit Tour"** mode.
16. Repeat this process until all your images have been cropped and uploaded.
17. Once complete, scroll back to the top of the page and click on the text **"When you are finished click here to go to the final step and complete your tour"**.

Enter Listing Information

1. DO NOT fill out the first property description page. Instead, click on **ADVANCED OPTIONS**, to bring up a more in-depth page.
2. Now you can enter the Property Address, City, State, Zip
3. Enter Property Description (255 character allowance).
4. Enter Price (if you do not wish to list a price, you can enter "Call for Pricing" or "Call for more info", etc.)
5. Choose music selection. (Optional)
6. You can add a co-listing agents info or a second set of contact info in the Additional name, email, phone number and weblink text box. The contact or primary info we registered your account with will automatically appear.
7. Select Music
8. Next you can set the following:
 - a. Background Color
 - b. Titles/Images – you can opt to have image titles or image thumbnails appearing on right hand column of tour (when playing)
 - c. Header - You can turn your branding ON/OFF here
 - d. Pan Speed – 1.0 is normal, or you can opt to increase
 - e. Menus – This is how the navigation will appear on the tour. OVERLAY is a font based navigation bar along the top of the tour template. SIDEBAR is an icon based navigation bar along the left hand side of the tour template.
9. When completed hit "**Submit**".

You have now completed your virtual tour! The next screen will provide you with 3 tour links. The first two tour links represent two different styles of the virtual tour you just created. You choose which one you want to use...or use both! The third link represents our Un-Branded or IDX solution. This tour link should be used (in most cases) to upload to your local MLS database. To view any of these versions, simply click on the link. To Edit the tour, select "**Edit Tour**" or you can return to the Client Menu.

• Download tour on Compact Disc

(Requires a compact disc burner)

1. From the Client Menu, select "**Download Compact Disc**".
2. If this is your first time, you will need to select "**Download Zipped Folder**".
NOTE: For each subsequent download, you only need to download the individual files for each tour. Therefore, next time you burn a disc, begin this process on step #6.)
3. Select "**Save**" this file and save on your hard drive. (This will take approx. 1 min).
4. Next, you will need to unzip or extract the files in the compressed or zipped folder. Simply right click on the zipped folder you just downloaded, and select "**WinZip**" or "**Extract all files**" or "**Unzip all files**".

5. You should now have two separate folders and 3 individual files in the unzipped Dynamic CD folder.
6. Return to the Tahoe Home Tours site. You should still be in the **"Compact Disc"** screen. Now select, **"Download files"**. If you are not in this screen, simply return to your **"Client Menu"** and select **"Download Compact Disc"**, then **"Download Files"**.
7. Now choose the tour you would like to create a compact disc of. (Click on the appropriate tour link).
8. You will see a list of all the files necessary to create your compact disc. Click on the first file, named **"Image 1"**.
9. Opt to **"Save"** this file **IN THE PHOTOS FOLDER** located in the **DYNAMIC CD** (unzipped) folder you just downloaded. This is the main folder (with 2 sub folders and 3 sub files) you just extracted from the zipped Dynamic CD. (Select Dynamic CD, then Photos).

NOTE: *Be sure you are only working with the **UNZIPPED** folder now.*

10. Repeat this process of saving to your **"Photos"** folder for each file, including the 2 or 3 three files (depending upon the template used) named **"Data and Client file"**.
11. Once finished, select **the "Click her to complete your compact disc"**. This will perform an inventory of your downloaded files to be sure you did not miss one.
12. To preview the tour file before burning to compact disc, simply click on the round **"Play"** button or **"Play.exe"** file. This is an individual file located just within the **"Dynamic CD"** folder. This will launch your tour, as it will appear on compact disc.
13. You can now burn all the files located within the **"Dynamic CD"** folder to a compact disc – this will include:
 - "Files" folder
 - "Photos" folder
 - Autorun.inf
 - Play.exe
 - Readme.txt

NOTE: *You can not download the **"Dynamic CD"** folder by itself. You need to open the **"Dynamic CD"** folder, hit a CONTROL + A (to select ALL) and download the files/folder contained inside (as noted above).*

• **Manage Account**

The **"Manage Account"** option allows you to edit the contact information appearing in your tour, including your name, email address & phone number. This screen also allows you to change your password. You can access your **"Manage Account"** through your **"Client Access"** menu.

NOTE: The email address entered here is also your login ID. So please make a note if you change it.

• **Place Tour on Realtor.com**

1. From your Client Menu, click on the text which reads, Place Tour on Realtor.com.
2. Select the appropriate tour link by clicking on the black bolded text.
3. Fill out the listing info including agent first and last name, mls # and full address.

NOTE: Be sure the address is entered exactly as it is in your local mls, or the tour can no be loaded.

4. Click submit and confirm you have received a "Successful Upload" message. If not, press your back button and confirm the info is correct. If it is, contact customer service for assistance.