How to create a Virtual Tour?

Select Virtual Tours -> Lists Tours from the side menu.

At the top of the screen, enter the following information:

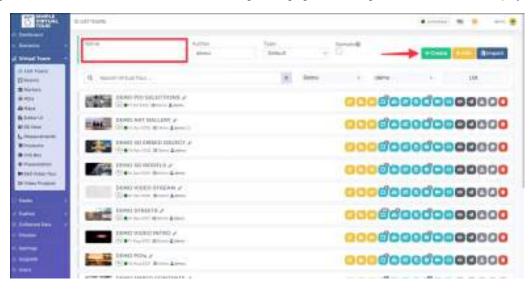
- In the **Name** field, enter the name of the new tour.
- The Author field is filled in by default with the user's name, but you can also change it as needed.
- If the **Sample** checkbox is selected, the created tour will contain sample data.

Confirm the operation by clicking the "+ Create" button.

The newly added tour will appear on the list of your tours.

You can change its name at any time by clicking pencil icon beside it.

On the right side, a list of all functionalities related to editing, managing, and sharing the virtual tour will be displayed.



Now you need to add Rooms into the tour.

See How to add a Room (Panorama) into the Tour? tutorial.

How to add a Room (Panorama) into the Tour?

Select **Virtual Tours** -> **Rooms** from the side menu. Click on the "+" icon on top right.



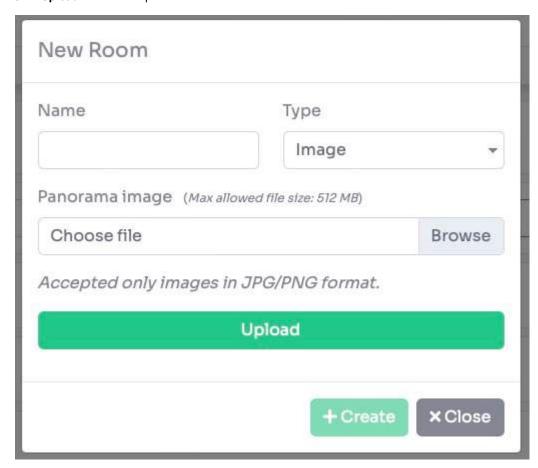
A new pop-up appear with the information you need to fill to create the new room:

- In the **Name** field, enter the name that represent your Room (for example Kitchen)
- You can select 5 **Type** of Room, which represent the content of it:
- 1. Image, the image of a panorama in jpg or png format (for a 360 panorama use an image with 2:1 resolution ratio)
- 2. A.I. Panorama, with this tool you can describe what kind of room you want and Al will generate it for you
- 3. Video 360, a 360-degree video in mp4 or webm format with 2:1 resolution
- 4. Video Stream (HLS), a link to your live stream video
- Video Stream (<u>PLS)</u>, a link to your live stream vid
 Lottie, a Lottie animation file in Json format

Let's continue with the default one, the image.

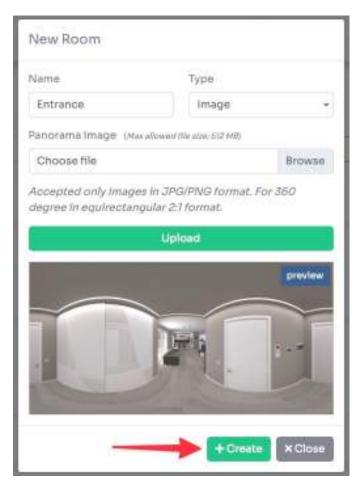
• Panorama image, click **Browse** and select the panorama image from your disk.

Click **Upload** to start the upload.



When the upload ends, a preview of the room is shown.

To confirm and create the room click on the '+ Create' button.



Once created you will be redirected to its settings page, where you can change the display parameters.

To speed up the process, you can use the bulk room creation feature **BULK**. In this mode you can only upload .jpg/.png files by drag and drop them from your computer folder. The system generates automatically all the rooms with the name of the files.



It's not yet a fully functional virtual tour, you need connections between rooms. See How to connect Rooms (Markers) in a Tour? tutorial.

How to connect Rooms (Markers) in a Tour?

During viewing of a virtual tour, the user should feel as if they are actually taking such a tour. To achieve this, after created all he rooms, you need to prepare suitable navigation between them.

Markers are used to navigate through the virtual tour: these are clickable points that allow the user to move to the next location.

Select Virtual Tours -> Markers, from the side menu.

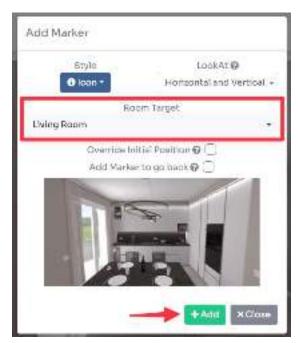
Select the room you want to add the marker to and click the "+" button at the top right.



In the Add Marker window, you can add a navigation marker. You have the option to choose:

- Marker style, Icon or Selection area
- Look At, moves the view in the direction of the clicked marker
- Room Target, you need to select the room to which the marker should lead when clicked
- Override Initial Position, you can set the position of the target room that is set when you click on this marker
- Add Marker to go back, automatically adds a marker in the target room to go back

To add the marker click on "+ Add" button.



If you have chosen "Icon" as style, you can also drag the marker to change its position and set Perspective, Size, visibility, Z Order, and Scale.



If you have chosen "Selection area" as style, first define the area in which you will draw the navigation element.



Then, draw any shape you like.



For speed up the process you could also use the shortcuts in the thumbnails of the rooms for adding markers:

- up arrow icon, quick add the marker in the center pointer
- <u>+ icon</u>, opens the add marker modal with the target room already selected



Once you've added your Marker you can easily edit its properties by clicking on it. A small menu will open above it that allows you to:

- move
- <u>edit</u> the style
- <u>delete</u>
- go to target room



Clicking on the **edit** icon will open a pop-up with 3 tabs:

- settings, to change to another type of Marker and change the room target
- style, to style the Marker icon
- tooltip, to add a tooltip text / room image that appears above the Marker hovering it

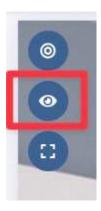






Click on Save.

After adding markers to all the rooms, you can test the navigation in your virtual tour by clicking the eye icon (preview) on top left.



You can now insert contents to your tour with POIs. See <u>How to add contents (POIs) into a Room?</u> tutorial.

How to add contents (POIs) into a Room?

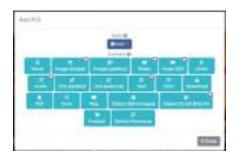
Select **Virtual Tours** -> **POIs** from the side menu.

Select room you want to text callout to and click the button "+" on top right.



A pop-up opens and there you can select the **style** of POI you want to display on top of selected room, this includes: Icon, Callout text, Selection Area, Embedded image, Embedded Text, Embedded HTML, Embedded Slideshow, Embedded Video, Embedded Link, Embedded Object 3D.

After selecting the style you can click the desired **content button** to create the POI. None means that the POI is not clickable.



If you have chosen "Icon" or "callout text" as style, you can <u>drag</u> the POI to change its position and set Perspective, Size, visibility, Z Order, and Scale.



If you chose "Selection Area" or "Embedded" as the style, you can drag the 4 pointers to shape the POI area.



Click Save to place the POI in the room.

Once you've added your POI you can easily edit its properties by clicking on it. A small menu will open above it that allows you to:

- move
- <u>edit</u> the style and the content
- duplicate
- delete



Clicking on the edit icon will open a pop-up with 5 tabs:

- settings, to change to another style and content type
- contents, to upload or edit the content and style it
- style, to style the POI icon or upload the embedded content
- tooltip, to add a tooltip text that appears above the POI hovering it
- schedule, to display the POI on certain days and times











After made the changes click Save.

You can view a live preview of POIs in this demo

How to publish / embed a tour?

Select Publish -> Tour, from the side menu.

You have additional publishing options available for your virtual tour:

- Protection
- Expiring Dates
- Meta Tag
- Share & Embed
- Virtual Reality

Protection

You can block every tour by password or restricting access only after providing contact information (lead).

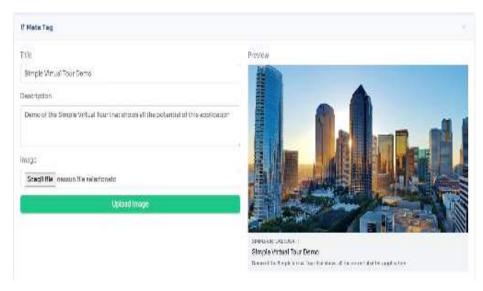


Expiring Dates

You can publish each virtual tour at a precisely specified time. Set the Start Date and End Date. You can also specify a Redirect URL to which the user will be directed when the tour expires.



Meta TagFill in the fields for Title and Description, and add a thumbnail or image to let preview the tour link when sharing it.



Share & Embed

Every created virtual tour is automatically published with a permanent link. To un-publish a tour, change its status to "Deactivated".

You can set a tour to open on first page of your site by checking "Show in first page".

You can share each tour on multiple platforms and also send it via messaging apps or email.

You can assign a friendly link to each virtual tour.

To publish a tour on any website, such as your WordPress editor, use the Embed Code.

The icons on the right side are used for opening the link, copying and generating the QR code.



Virtual Reality

The VR tour publication also offers similar options. VR tours allow viewers to explore the virtual space from different perspectives by changing their position or viewing angle.



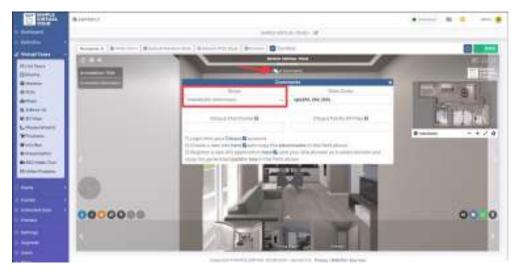
How to enable Comments in Tours?

Select **Settings**, from side menu. Go to tab **General**. Scroll down to the **Comments** section.



Follow the instructions to create and connect the Disqus account by filling the **Shortname** and the **API key**. Selecting "<u>Allow editing in tours</u>" will give you the option to set up different Disqus accounts for different tours, otherwise you will always use the one set by the administrator in the settings.

You can enable the comments for a tour inside the Editor UI.
Select **Virtual Tours** -> **Editor UI** from the side menu. Click on the **Comment** icon.



You can enable comments throughout the <u>entire tour</u> or set them individual for <u>each room</u>. If you have "Allow editing in tours" enabled in the settings, you will be able to set up a different Disqus account for this tour, otherwise you will not. Click **Save** on top right corner of the page. This is an example of the end result.



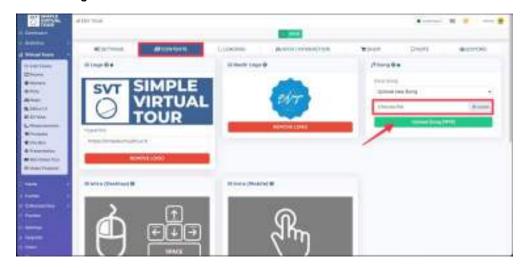
How to add a background song to the Tour?

To set a background song during the navigation of a virtual tour, you can follow these steps.

Select Virtual Tours -> List Tours from the side menu and click the Edit button on the desired tour.



Go to tab Contents / Song.



To upload a new song as an MP3 file in the Song field, follow these steps: Make sure you have the desired MP3 file saved on your device.

- 1. Click on the "Upload Song" button to open a file selection dialog.
- 2. Wait for the upload to complete, and the chosen song should now be associated with your virtual tour. Click **Save** on top of the page.

You can adjust the background song settings inside the **Editor UI**, like the volume and the autoplay mode. Select **Virtual Tours** -> **Editor UI** from the side menu. Click on the **Sound** icon.



Click **Save** on top right corner of the page. Remember to ensure that you have the necessary rights and permissions to use the chosen background song in your virtual tour, especially if it is copyrighted material.

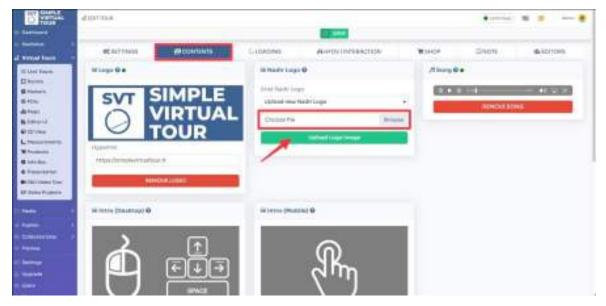
How to add a Nadir (Hide Tripod)?

Enabling the Nadir Logo will remove or hide the tripod or support structure visible in the Nadir (bottom) area of the virtual tour images, creating a more seamless and immersive viewing experience.

Select Virtual Tours -> List Tours from the side menu and click the Edit button on the desired tour.

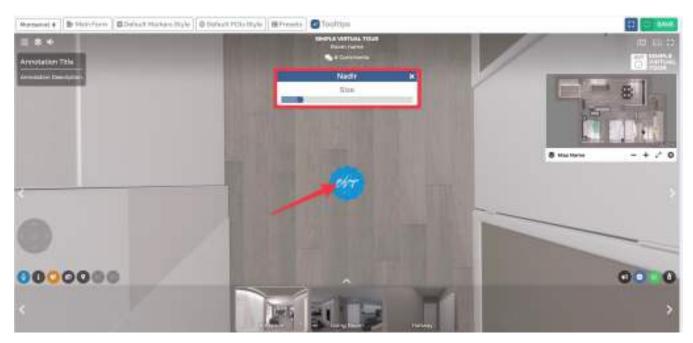


Go to tab Contents / Nadir Logo.



Upload a file with the .png or .jpg extension that will cover the Tripod. Click **Save** on top of the page.

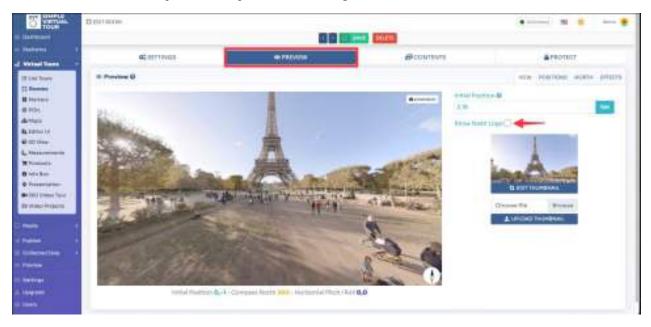
You can adjust the size of the Nadir Logo inside the Editor UI, by look down the view and click on the logo.



You can also decide whether or not to show the Nadir logo in a particular room. Select **Virtual Tours** -> **Rooms** from the side menu and click the **Edit** button on the desired room.



Go to tab Preview and enabling or not the flag on "Show Nadir logo".



Click Save on top of the page.

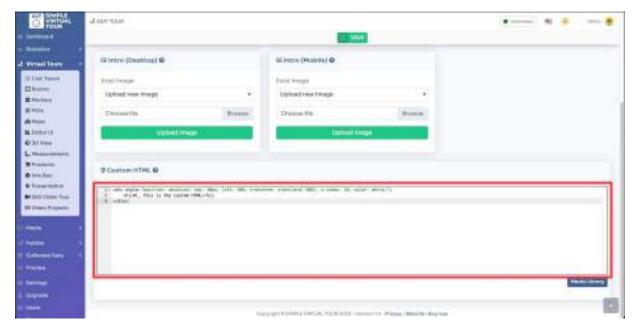
How to add custom HTML to the Tour?

Here you can add a HTML to your Tour and display it on top of elements in the Tour.

Select Virtual Tours -> List Tours from the side menu and click the Edit button on the desired tour.



Go to tab Contents / Custom HTML. Scroll to the bottom of the page, you can write your HTML code here.



Click Save on top of the page.

This is and example of HTML code:



<div style="position: absolute; top: 30px; left: 50%; transform: translate(-50%); z-index: 10; color: white;">
<h1>Hi, this is the Custom HTML</h1>

</div>

And the final result is:

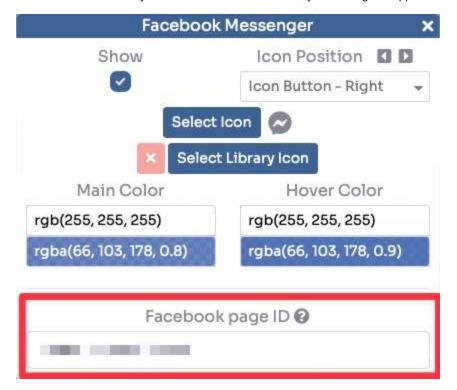
How to add Facebook Messenger / Whatsapp?

Select Virtual Tours -> Editor UI from the side menu.

Here you can see all the elements currently visible in your tour and modify them. In the lower right corner you can see **Facebook** and **Whatsapp** messenger icons.



Click on this item to edit: you can enable/disable its visibility and change its appearance.



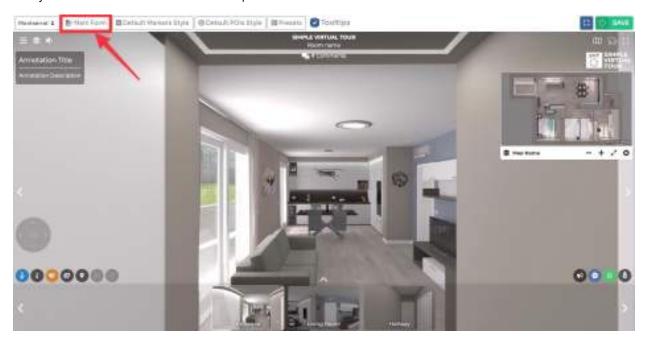


After changing the settings click **Save** in the top-right corner to apply them to your tour.

How to add Forms into the Tour (Main Form / POIs Form)?

Main Form

Select Virtual Tours -> Editor UI from the side menu. Here you can see Main Form button on the top.



Create the contact form by modifying the following information:

- Title: title of the form
- Description: description of the form
- Button: button text to send the form
- Reply: message that appears after sending the form
- Send notification: if enabled, send an email to the specified address next to it
- Colors: you can change the style of the form
- Fields: enable the fields you are interested in, setting if they are mandatory and defining the type (text, email, checkbox, etc)



Place the Form in a suitable place on the tour and style it, by clicking on top left menu -> main form.



After you've made changes click Save on top-right corner.

POIs Form

In the same way that you created the form for the tour, you can create a specific one to put in a room like POI. Select **Virtual Tours** -> **POIs** from the side menu.

Select room you want to add the form to and click the button "+" on top right.



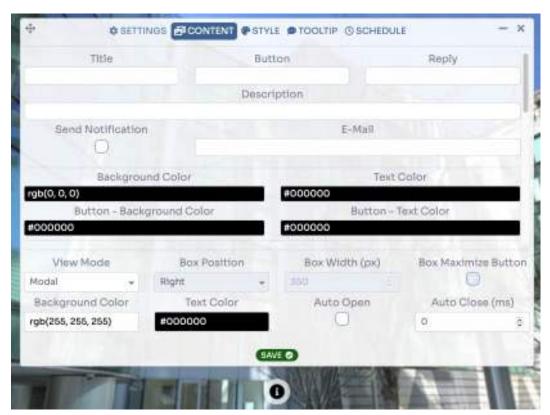
Select the style of the POI and click Form as Content.



Drag the POI's icon to change location of Form and then click Save.



Build the form as described earlier in the Main Form.



After you've made changes click Save.

The result of the forms is as follows.

	×	
SUGGESTIONS		
Let me know what you think about this virtual tour application		
Name *		
<u> </u>		
E-mail *		
Suggestion *		
Rating		
☐ Accept Terms & Conditions *		
SEND		

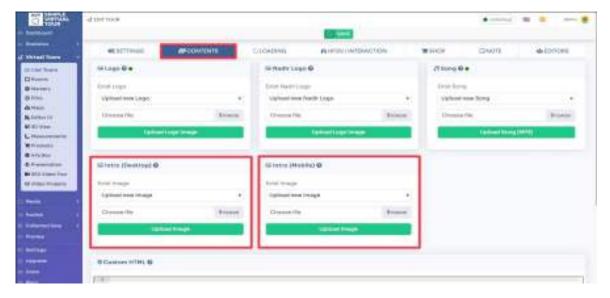
To access the collected data from the form, select **Collected data -> Forms** from the side menu.

How to add intro images to the Tour? You can add Intro image which will be opened each time user enters your Tour.

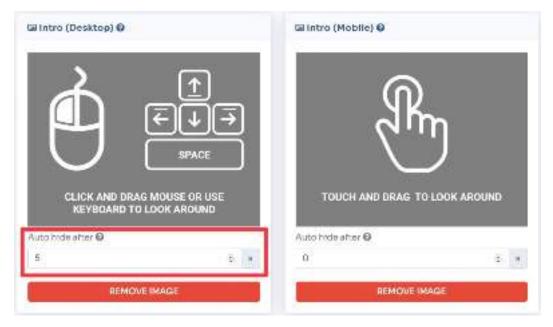
Select Virtual Tours -> List Tours from the side menu and click the Edit button on the desired tour.



Go to tab Content / Intro (Desktop and Mobile).



Upload the image you want to appear and set a time for which you want it to remain visible before you hide.



Click Save on top of the page.

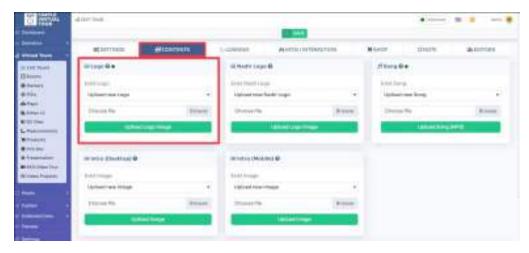
How to add logo to the Tour?

You have the option to include your company logo in every virtual tour you create. Adding your logo helps to brand the virtual tour and promote your business or organization. The logo can be placed within the virtual tour interface to ensure visibility and recognition.

Select Virtual Tours -> List Tours from the side menu and click the Edit button on the desired tour.



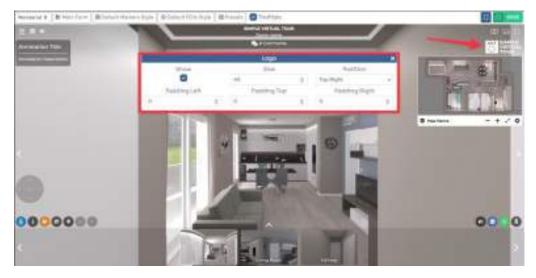
Go to tab Content / Logo.



Upload the image of the logo and you can optionally choose to add an hyperlink to it.

Click Save on top of the page.

You can adjust the **size** and **position** of the logo inside the **Editor UI**. Select **Virtual Tours** -> **Editor UI** from the side menu. Click on the **Logo** box.



Click Save on top right corner of the page.

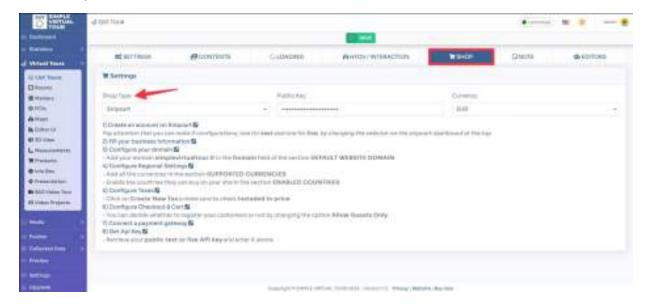
How to set up the Shop into the tour?

You can easily create Shop in your virtual tour by adding **Snipcart** integration to your Tour or using your **Woocommerce** site if you already have one.

Select Virtual Tours -> List Tours from the side menu and click the Edit button on the desired tour.



Go to tab Shop.

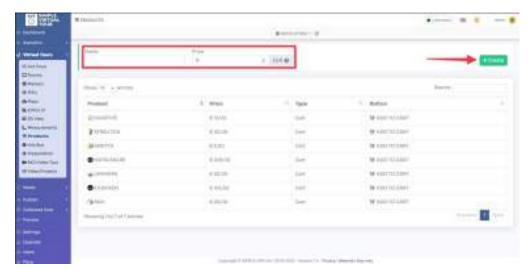


In this menu you can see the steps required to add a Shop to your tour, you can choose between two **Shop Type** of integration.

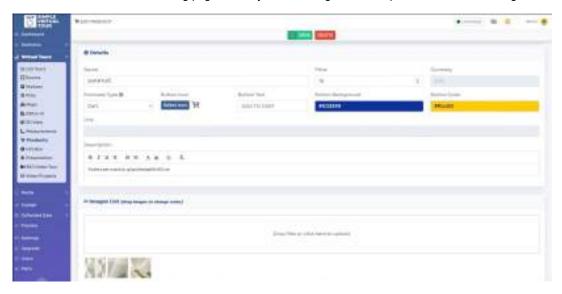
SNIPCART

You can find more information on how to create the Snipcart account and configure it by following the steps described. After you're done you can add your **Public Key** and select **Currency** from dropdown picker.

To create a product, select **Virtual Tours** -> **Products** from side menu. To add a new Product, enter the <u>name</u> and the <u>price</u> and click **"Create"** button.



Now you will be taken to the Product editing page, where you can change the description and add some images to it.



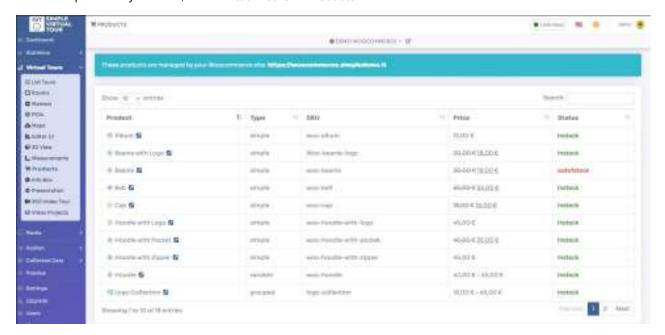
When you're done click the **Save** button at the top of the page.

WOOCOMMERCE

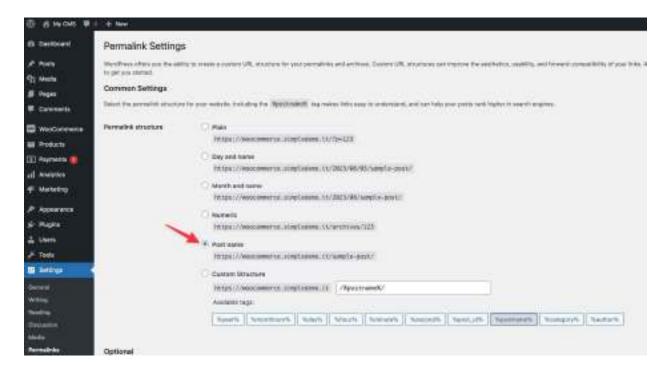
You need to install <u>CoCart</u> plugin into your Wordpress installation. Enter the url address into **Store Url**, and the **API Customer Key** and **Secret** of your Woocommerce Store.



To view the product of your Store, select Virtual Tours -> Products from side menu.

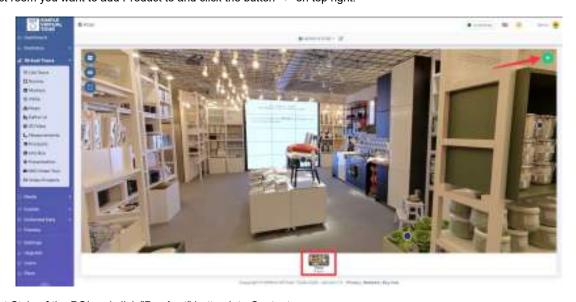


N.B. If you get a **JSON syntax error**, go to your Wordpress administration panel -> **Settings** -> **Permalinks**. Set Permalink Structure as <u>Post name</u>.



ADD PRODUCTS INTO THE TOUR

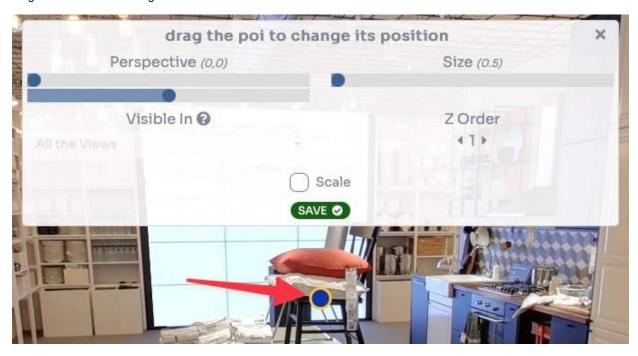
Now you need to create a POI and link it to the desired product. Select **Virtual Tours** -> **POIs** from side menu. Select room you want to add Product to and click the button "+" on top right.



Select Style of the POI and click "Product" button into Content.



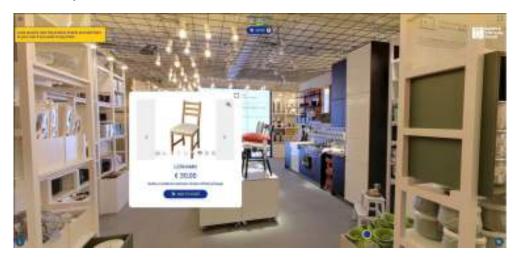
Drag the POI's icon to change location of Product and then click Save.



As a last thing you need to select the product in the Content - Product field to assign to the POI and click Save.



Now your product is ready to be sold and this is the end result:



You can view a live preview of Shop in this <u>demo</u> for Snipcart or this <u>demo</u> for Woocommerce.

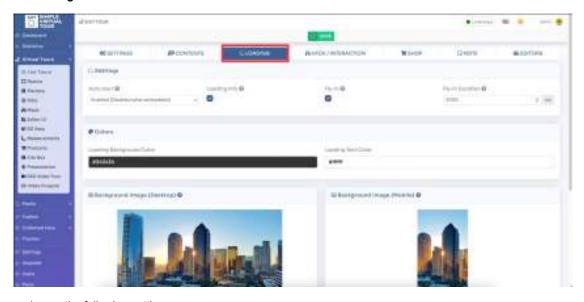
How to change Loading settings of a Tour?

You can change the look of the loading part of the tour.

Select Virtual Tours -> List Tours from the side menu and click the Edit button on the desired tour.



Go to tab Loading.



You can change the following settings:

- · Auto start, to decide if at the first access the tour must start automatically, otherwise a play button will be shown
- Loading info, to show the tour name and loading percentage
- Fly-In, is the animation that starts with the view from above and enters the first room
- Fly-In Duration, you can decide how fast to do this animation
- Colors, you can style the background and text color

You can also set the image or video displayed as background during initial loading for each platform (Desktop and Mobile) and used as preview image for share.

After you've made your changes click **Save** on top of the page.

You can view a live preview of a background video in this demo

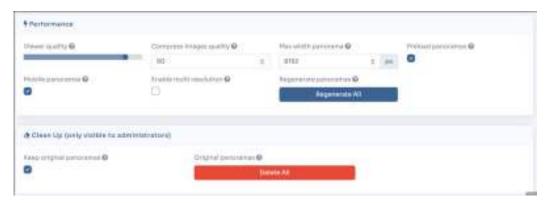
How to change the quality settings of the panorama images?

You can change the panorama image quality of the tour in Tour settings.

Select Virtual Tours -> List Tours from the side menu and click the Edit button on the desired tour.



Scroll down the page to **Performance** section.



In here you can easily change settings of panorama images and adjust them to best performance to quality ratio. These are the settings:

- <u>Viewer quality</u>, Is the overall quality of the viewer
- <u>Compress image quality</u>, Is the image compression parameter (the lower the value, the more the image is compressed to take up less space, but losing quality)
- <u>Max width panorama</u>, Is the maximum pixel size of the image, if the uploaded image exceeds that value it will be resized
- Preload panoramas, If checked all the rooms will be preloaded in the background
- Mobile panoramas, Creates optimized versions to be viewed on mobile devices
- <u>Enable multi resolution</u>, Divides images into different resolutions loaded asynchronously according to the zoom level

In the Clean Up section you can decide whether or not to keep the original loaded versions. If disabled, you will not be able to change the image quality parameters later.

After you've made your changes click on **Regenerate All** to apply your changes to the panorama images and click **Save** on top of the page.

How to add annotations to a Room?

Select Virtual Tours -> Rooms from the side menu and click the Edit button on the desired room.



Go to tab Content / Annotation and add annotations which will be visible in the room.



Click Save on top of the page.

You can adjust the annotations settings inside the **Editor UI**, like the position and style. Select **Virtual Tours** -> **Editor UI** from the side menu. Click on the **Annotation** box.



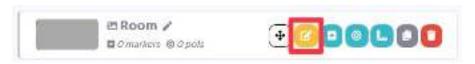
Click Save on top right corner of the page.

This is an example of the end result.



How to adjust non 360 degree panorama (partial panorama)?

Select Virtual Tours -> Rooms from the side menu and click the Edit button on the desired room.



Go to tab Preview / Position.



The system automatically offers you some presets to limit the view of non-360-degree panoramic images, otherwise you can adjust the following parameters manually:

- Horizontal Pitch, specifies pitch of image horizon (for correcting non-leveled panoramas)
- Horizontal Roll, specifies roll of image horizon (for correcting non-leveled panoramas)
- Lower Pitch, maximum vertical inclination in degrees for limiting the view down
- Upper Pitch, maximum vertical inclination in degrees for limiting the view up
- Left Yaw, maximum horizontal inclination in degrees for limiting the view left
- Right Yaw, maximum horizontal inclination in degrees for limiting the view right
- HAOV, sets the panorama's horizontal angle of view
- VAOV, sets the panorama's vertical angle of view
- HFOV, sets the panorama's horizontal field of view
- Background Color, color shown for partial panoramas visible areas
- Allow Zoom, enable zoom of view
- Allow Pitch, enables vertical inclination of view

After adjusting the panorama click Save button on the top of the page.

You can view a live preview of Partial Panorama in this demo

How to create Virtual Staging?

Select Virtual Tours -> Rooms from the side menu and click the Edit button on the desired room.

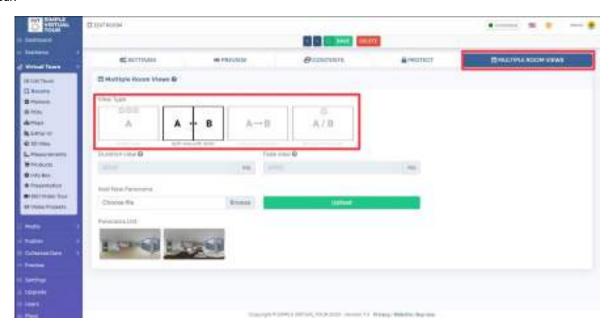


Go to tab Multiple Room Views.

View Type allows you to choose different ways of displaying room photos:

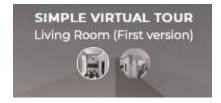
- Single view
- Split view with slider
- Live panorama view
- Based on time slots

In the "Add New Panorama" section you can upload different versions of the same room and switch between them on the tour.



Single View

You can load different versions of the same room and switch between them by clicking on the buttons that will appear at the top of the tour below the room name.



Split view with slider

You can select the different versions of the room as in the single view, but in this mode the window will be divided into 2 showing a before and after effect.



You can view a live preview of this mode into this demo

Live Panorama View

In this mode you can load different versions of the same room that will automatically change from one to the other based on the time defined in the **duration view** and **fade view** fields.



You can view a live preview of this mode into this demo

Based on time slots

The operation is similar to the live panorama, but in this case the various versions of the room will change according to the time defined in each of them.



How to protect a Room? Select Virtual Tours -> Rooms from the side menu and click the Edit button on the desired room.



Go to tab Protect.



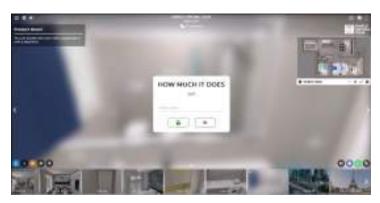
You can choose from 2 types of protection:

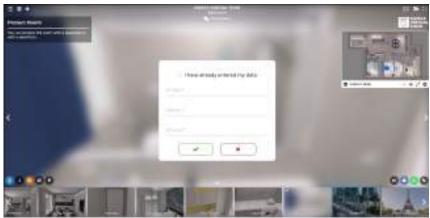
- Passcode, The user must enter the password to view the room
- Lead, The user must enter their contact details to view the room

You can also customize the window with a title, description, and set the sending of an email notification when lead information is entered.

The <u>remember</u> setting is to prevent the user from entering the password or contact information multiple times.

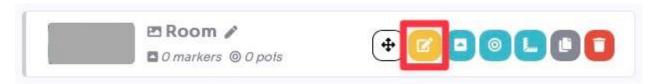
The result of a protected room is as follows:





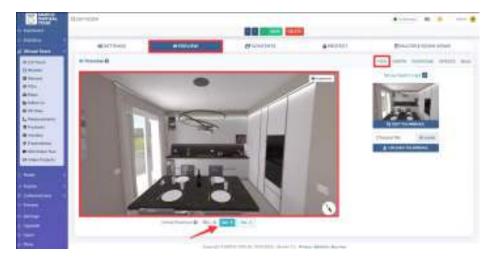
How to set Initial Position of a Room?

Select Virtual Tours -> Rooms from the side menu and click the Edit button on the desired room.



Go to tab **Preview** / **View**.

<u>Drag</u> the view and click **Set** on **Initial Position** field.



You can also set the same initial position on all rooms by going into tab "bulk" and clicking the "apply initial position to all rooms" button.

Click Save on top of the page.

How do add Effects and Blur a Panorama?

Select Virtual Tours -> Rooms from the side menu and click the Edit button on the desired room.



Go to tab Preview / Effects.



Here you can change some panorama display settings, such as <u>brightness, contrast, saturation, grayscale</u>. You can also set these display settings on all rooms by going Into tab "**bulk**" and clicking the "**apply effects on all rooms**" button.

To blur a part of the panorama click on the **Edit Blur** button. Move with <u>scroll bars</u> and <u>zoom buttons</u> to find the area you need to blurring.





Start clicking to draw the area.

Click on Apply Blur button on top right corner of the page.

How to add a POI text callout?

You can add a point to you Virtual Tour to be clickable and display title and description element in panorama view.

Select Virtual Tours -> POIs from the side menu.

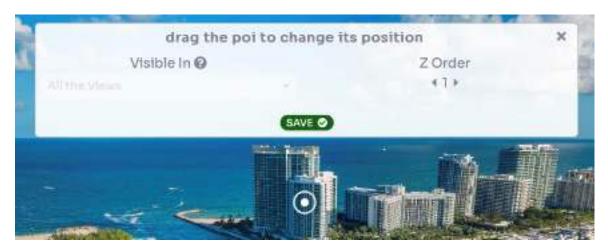
Select room you want to text callout to and click the button "+" on top right.



Select Style -> Callout Text and click "None" button into Content.



Drag the POI's icon to change location of Callout text and then click Save.



You can edit variety of settings for callout text: text to be displayed, its size and color, background and display option for it to open on.



After you've configured content you want to be displayed after user clicks the callout click **Save.**

You can view a live preview of callout text in this demo

How to add Forms into the Tour (Main Form / POIs Form)?

Main Form

Select Virtual Tours -> Editor UI from the side menu. Here you can see Main Form button on the top.



Create the contact form by modifying the following information:

- Title: title of the form
- Description: description of the form
- Button: button text to send the form
- Reply: message that appears after sending the form
- Send notification: if enabled, send an email to the specified address next to it
- Colors: you can change the style of the form
- Fields: enable the fields you are interested in, setting if they are mandatory and defining the type (text, email, checkbox, etc)



Place the Form in a suitable place on the tour and style it, by clicking on top left menu -> main form.



After you've made changes click Save on top-right corner.

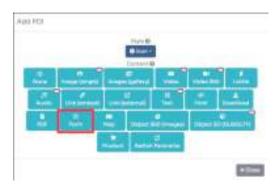
POIs Form

In the same way that you created the form for the tour, you can create a specific one to put in a room like POI. Select **Virtual Tours** -> **POIs** from the side menu.

Select room you want to add the form to and click the button "+" on top right.



Select the style of the POI and click Form as Content.



Drag the POI's icon to change location of Form and then click Save.



Build the form as described earlier in the Main Form.



After you've made changes click Save.

The result of the forms is as follows.



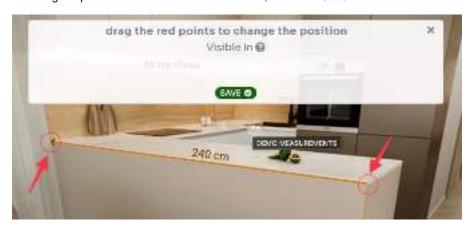
To access the collected data from the form, select **Collected data -> Forms** from the side menu.

How to add Measurements?

Select Virtual Tours -> Measurements from the side menu.
Select room you want to text callout to and click the button "+" on top right.



Now drag the points to indicate measured distance, then click Save.



Now you can modify appearance of drawn measurement, add label change its size, shape and color of each point and line.



Click Save.

You can view a live preview of measurements in this demo

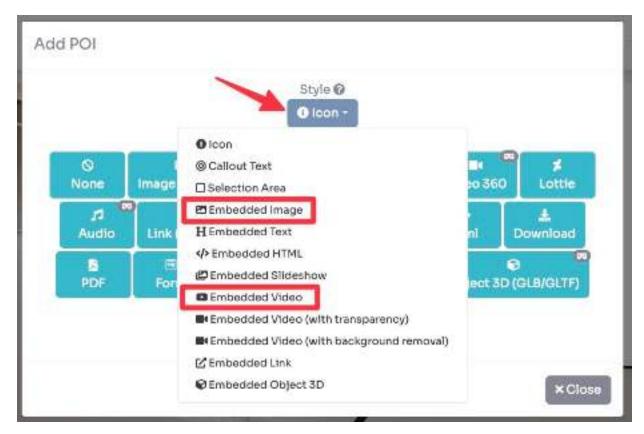
How to embed an Image / Video into a Panorama?

Select Virtual Tours -> POIs from the side menu.

Select room you want to embed image / video to and click the button "+" on top right.



A pop-up opens and there you can select the **style** of POI as **embed image or video**. After selecting the style you can click the desired **content button** to create the POI. None means that the POI is not clickable.



A rectangle will be added where you can insert the content to embed: you can drag the 4 pointers to shape the POI area.

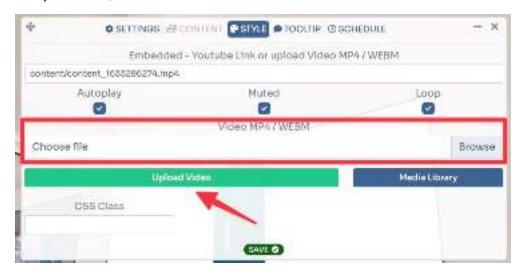


If you have chosen to embed an image, click the **Browse** button, upload the image from your disk, and click **Upload Image** to begin uploading. Once you are done, click on the **Save** button.



If you have chosen to embed a Video, click the **Browse** button, upload the video from your disk, and click **Upload Video** to begin uploading. Or you can enter a link to a <u>Youtube</u> video in the Content field.

You can also set whether to start the video automatically, with audio or without and looping or not. Once you are done, click on the **Save** button.



You can view a live preview of embed image / video in this demo

How to add contents (POIs) into a Room?

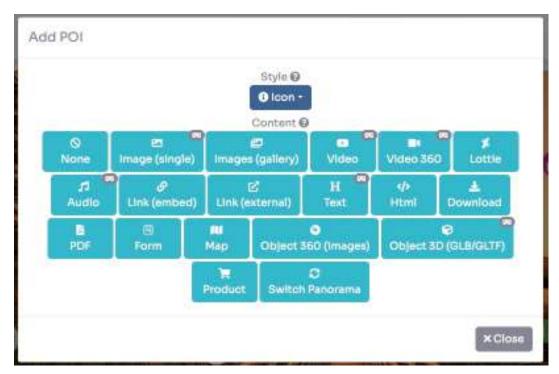
Select Virtual Tours -> POIs from the side menu.

Select room you want to text callout to and click the button "+" on top right.



A pop-up opens and there you can select the **style** of POI you want to display on top of selected room, this includes: Icon, Callout text, Selection Area, Embedded image, Embedded Text, Embedded HTML, Embedded Slideshow, Embedded Video, Embedded Link, Embedded Object 3D.

After selecting the style you can click the desired **content button** to create the POI. None means that the POI is not clickable.



If you have chosen "Icon" or "callout text" as style, you can <u>drag</u> the POI to change its position and set Perspective, Size, visibility, Z Order, and Scale.



If you chose "Selection Area" or "Embedded" as the style, you can drag the 4 pointers to shape the POI area.



Click Save to place the POI in the room.

Once you've added your POI you can easily edit its properties by clicking on it. A small menu will open above it that allows you to:

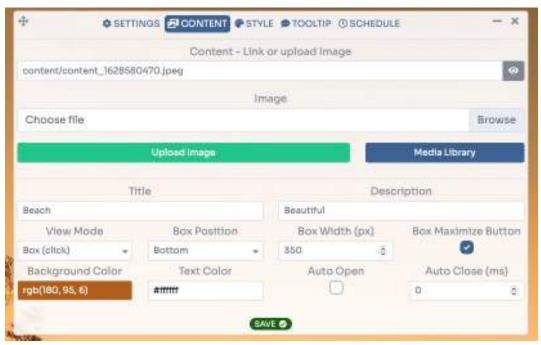
- move
- <u>edit</u> the style and the content
- duplicate
- delete



Clicking on the edit icon will open a pop-up with 5 tabs:

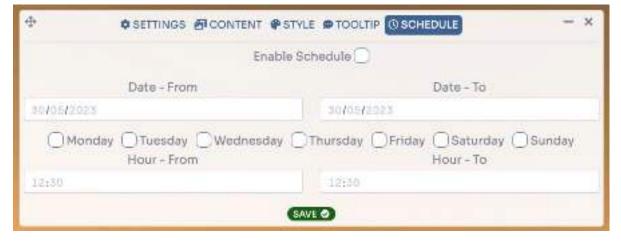
- settings, to change to another style and content type
- <u>contents</u>, to upload or edit the content and style it
- style, to style the POI icon or upload the embedded content
- tooltip, to add a tooltip text that appears above the POI hovering it
- schedule, to display the POI on certain days and times











After made the changes click Save.

You can view a live preview of POIs in this demo

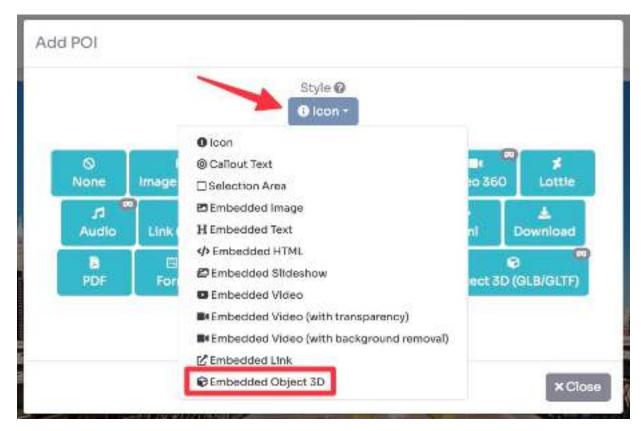
How to embed 3d Object into Panorama?

Select Virtual Tours -> POIs from the side menu.

Select room you want to embed 3d object to and click the button "+" on top right.



A pop-up opens and there you can select the **style** of POI as <u>embed 3d object</u>. After selecting the style you can click the desired **content button** to create the POI. None means that the POI is not clickable.

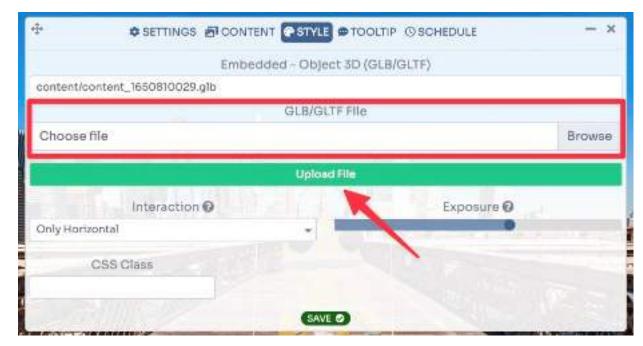


A rectangle will be added where you can insert the content to embed: you can drag the 4 pointers to shape the POI area.

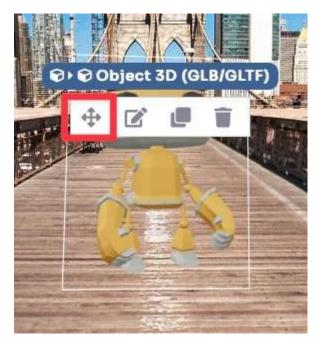


Then click the **Browse** button, select the 3D Object (GLB or GLFT file) from your disk, and click **Upload File** to begin uploading.

You can also limit the <u>interaction</u> with the object to rotate it or not and change the <u>exposure</u> to make it lighter/darker. Once you are done, click on the **Save** button.



Once you have inserted the 3d object you can change its angle to align it with the surrounding environment. Click on the 3d object -> **Move**.



<u>Drag</u> your mouse over the 3d object to rotate it and click **Save**.



You can view a live preview of 3d object in this <u>demo</u>

How to use Selection Area for highlight POIs?

Select Virtual Tours -> POIs from the side menu.

Select room you want to text callout to and click the button "+" on top right.



A pop-up opens and there select the **style** of POI as <u>Selection Area</u>.

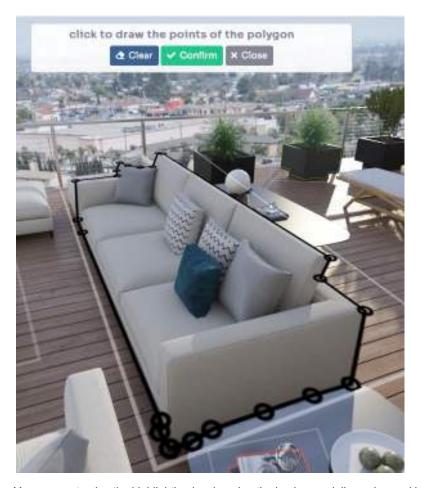
After selecting the style you can click the desired **content button** to create the POI. None means that the POI is not clickable.



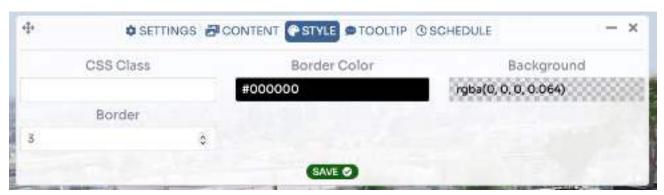
A rectangle will be added: you can <u>drag</u> the 4 pointers to frame the outer area. Then click on "draw polygon inside" to draw the outline of your object to be highlighted.



<u>Click</u> multiple times to draw the shape and when you are done click on **Confirm**.



You can customize the highlighting by changing the $\underline{background}$, line \underline{color} , and \underline{border} thickness.



Click on Save.

You can view a live preview of POI selections in this <u>demo</u>

How to add Google Maps / Street View into the Tour? First you need to get the embedding codes from Google Maps.

Maps embed code

Search the location on Maps, click on Share, go to tab Embed Maps and click Copy HTML.



Street View embed code

Search the location on Maps -> enter into Street View mode, click on 3 dots on top left corner, go to tab Embed Maps and click Copy HTML.



Now you can insert these 2 code inside the Tour or as a POI.

TOUR

Select Virtual Tours -> Editor UI, from side menu. Click on Location icon and then click on the **gear** button.



Insert the embed codes here.



Click Close and then click Save on top right corner of the page.

POI

Select **Virtual Tours -> POIs** from the side menu.
Select room you want to add the form to and click the button "+" on top right.



Select the style of the POI and click Map as Content.



<u>Drag</u> the POI's icon to change it's location and then click **Save**.



Insert the embed codes inside the **content** tab.



Click Save.

The result of the Google Map / Street View is as follows:



How to add a POI Point Clouds?

You can add a point to you Virtual Tour to be clickable and display a renderer of a point clouds view.

Point clouds need to be converted with <u>Potree Converter</u>. A folder containing the necessary files will be created.



Create a ZIP file containing these files.

Select Virtual Tours -> POIs from the side menu.



Select the style of the POI and click Point Clouds as Content.



<u>Drag</u> the POI's icon to change it's location and then click **Save**.



<u>Upload</u> the previous ZIP file generated and click on the **gear** button to open the preview where you can change the settings.



Once you have changed the view and settings, click on the 'Save Settings' button at the bottom right.



Click Save.

You can view a live preview of point clouds in this <u>demo</u>

How to connect Rooms (Markers) in a Tour?

During viewing of a virtual tour, the user should feel as if they are actually taking such a tour. To achieve this, after created all he rooms, you need to prepare suitable navigation between them.

Markers are used to navigate through the virtual tour: these are clickable points that allow the user to move to the next location.

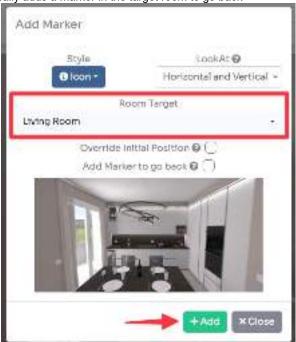
Select Virtual Tours -> Markers, from the side menu.

Select the room you want to add the marker to and click the "+" button at the top right.



In the Add Marker window, you can add a navigation marker. You have the option to choose:

- Marker style, Icon or Selection area
- Look At, moves the view in the direction of the clicked marker
- Room Target, you need to select the room to which the marker should lead when clicked
- Override Initial Position, you can set the position of the target room that is set when you click on this marker
- Add Marker to go back, automatically adds a marker in the target room to go back

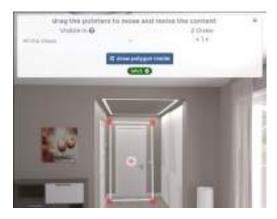


To add the marker click on "+ Add" button.

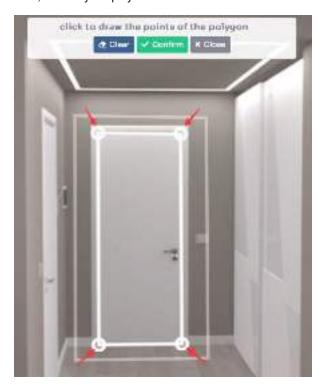
If you have chosen "Icon" as style, you can also drag the marker to change its position and set Perspective, Size, visibility, Z Order, and Scale.



If you have chosen "Selection area" as style, first define the area in which you will draw the navigation element.



Then, draw any shape you like.



For speed up the process you could also use the shortcuts in the thumbnails of the rooms for adding markers:

- <u>up arrow icon</u>, quick add the marker in the center pointer
- + icon, opens the add marker modal with the target room already selected



Once you've added your Marker you can easily edit its properties by clicking on it. A small menu will open above it that allows you to:

- move
- edit the style
- delete
- go to target room



Clicking on the edit icon will open a pop-up with 3 tabs:

- settings, to change to another type of Marker and change the room target
- <u>style</u>, to style the Marker icon
- tooltip, to add a tooltip text / room image that appears above the Marker hovering it

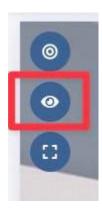






Click on Save.

After adding markers to all the rooms, you can test the navigation in your virtual tour by clicking the eye icon (preview) on top left.



You can now insert contents to your tour with POIs. See How to add contents (POIs) into a Room? tutorial.

How to change the transition between Rooms?

You can change transition between rooms for whole Tour or for one room only.

Select Virtual Tours -> List Tours from the side menu and click the Edit button on the desired tour.



Then scroll down to Transition section.



In here you can change the way your tour will be displayed during changing between Rooms, change the UI element during loading animation and view settings after the new room is loaded. These are the settings:

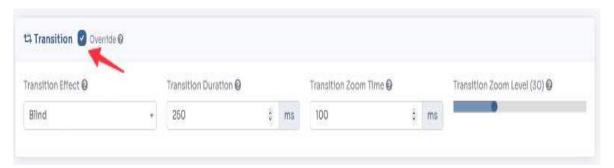
- Transition Effect, Animation effect that occur between the 2 rooms
- <u>Transition Duration</u>, Duration of the transition animation
- Transition Zoom Time, Duration of zooming towards the pressed marker
- Transition Zoom Level, Transition zoom level before entering the next room
- Transition Loading Icon, Shows the loading icon before loading rooms
- <u>Same Azimuth</u>, Maintain the same direction with regard to north while navigate between rooms (you must set the north position in all rooms)
- Default Add Back Markers, Set default 'Add Marker to go back' setting when adding a new marker
- <u>Click Anywhere</u>, Allows you to click near the marker to go to the corresponding room
- <u>Hide Markers</u>, Hide all the markers (only when click anywhere is enabled)
- · Hover Markers, Shows hidden markers when approaching them with the mouse
- <u>Default Markers LookAt</u>, Set default 'lookat' setting when adding a new marker

After you've made changes click on Save on top of the page.

Another way to change transition is to set transition for single room by overriding the tour transition settings. Select **Virtual Tours** -> **Rooms** from the side menu and click the **Edit** button on the desired room.



Once in the room settings scroll down to **Transition** section and click on **Override** button This will replace visual transition effects you have set for the whole Tour.



After you've made changes click on Save on top of the page.

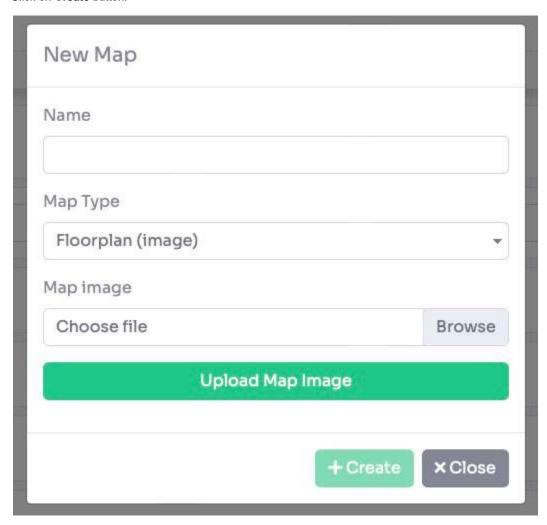
How to add Floorplans?

Clear and aesthetically pleasing 2D floor plan can facilitate your users's navigation through the property. Additionally, it will be easier for them to orientate themselves in the room's arrangement.

Select **Virtual Tours -> Maps** from the side menu. Click on the "+" icon.



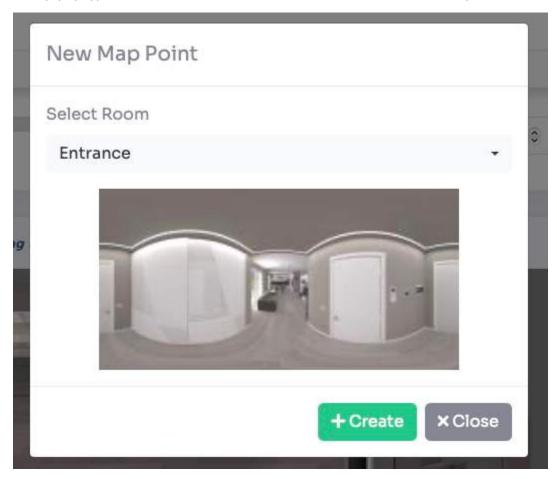
Be sure to give a Name to the new plan and choose the **"Map Type"** as <u>Floorplan</u>. Select the previously prepared Map image from your disk and **Upload** it. Click on **Create** button.



Now you will be taken to the Floorplan settings and editing page. The most important function is to add Point on the floorplan, which are navigation points directing to specific Rooms. You can add a Floorplan Point by clicking on the "+" icon.



A new pop-up appears with the list of rooms on the tour. Select the room to add to the floorplan and click the create button.



After selecting a room, <u>click</u> on a location on the map image, and than a navigation point will appear on the floorplan. You can click on the point to remove it or drag the point to change its position on the floorplan.



In addition to the standard option of changing the floorplan name, the editor allows you to:

- Set the north direction along with display configuration options for the compass rose on the floorplan.
- Add an info-link that displays an information button on the floorplan that calls a specified link.
- Determine the dimensions of the floorplan thumbnail in pixels for desktop and mobile.
- Choose the default room for the floorplan. Note that selecting None means that no room will be displayed automatically when you change to this floorplan.



Click Save on top of the page.

You can adjust the north position of a single room and view a preview on the floorpan image.

Select Virtual Tours -> Rooms from the side menu and click the Edit button on the desired room.

Go to tab Preview / North.

You can now rotate the view and click on the "Set" button to set the north of the room and check in the preview if the direction is correct.

Otherwise you can move the slider over the floorplan image to see in real time how the value is applied.



You can also set the north on all rooms by going Into tab "bulk" and clicking on the "apply north to all rooms" button. Click on Save on top of the page.

You can adjust the floorplan settings inside the **Editor UI**, like the position and style. Select **Virtual Tours -> Editor UI** from the side menu. Click on the **Floorplan** box.



Click Save on top right corner of the page.

The floorplan will now be shown in the tour as follows:

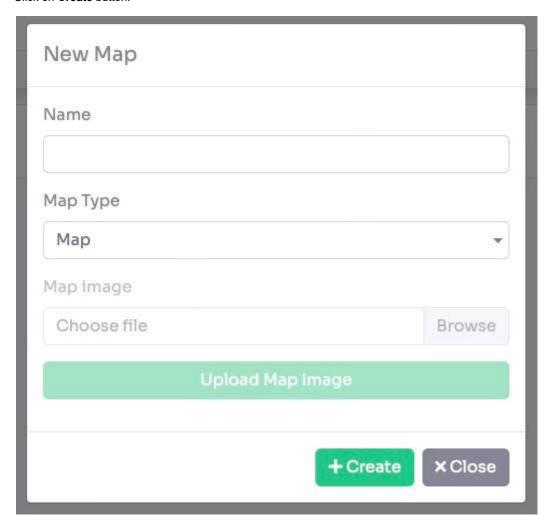


How to add a Map? Select Virtual Tours -> Maps from the side menu.

Click on the "+" icon.

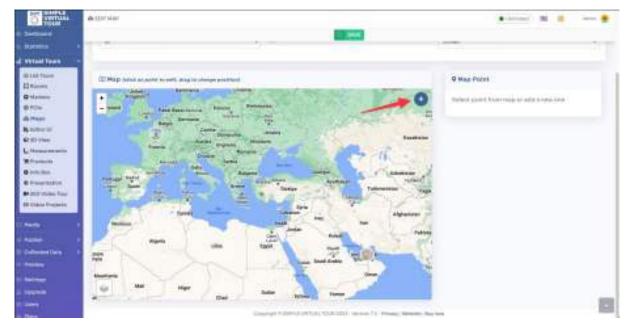


Be sure to give a Name to the new plan and choose the "Map Type" as Map. Click on Create button.

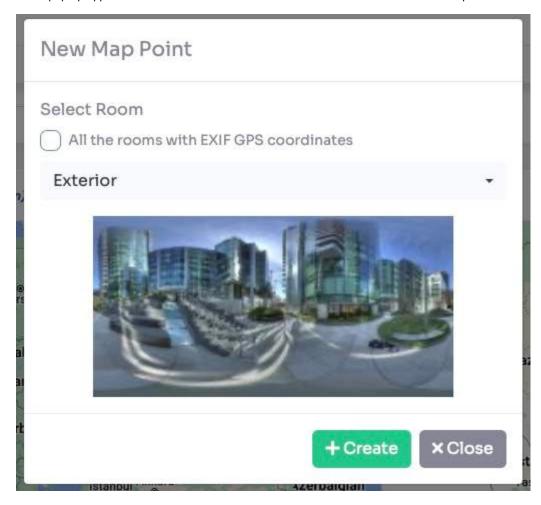


Now you will be taken to the Map settings and editing page.

The most important function is to add Point on the map, which are navigation points directing to specific Rooms. You can add a Map Point by clicking on the "+" icon.



A new pop-up appears with the list of rooms on the tour. Select the room to add to the map and click the **create** button.



If the image uploaded to the room contains EXIF information with GPS coordinates, it is automatically placed on the map.

<u>Select</u> the room to add or check the "**All the rooms with EXIF GPS coordinates**" to place all the rooms on the map that have the GPS coordinates.

Click on "+ Create" button.

A navigation point will appear on the map: you can click on the point to remove it, change coordinates or drag the point to change its position on the map.



Click on Save on top of the page.

You can adjust the north position of a single room and view a preview on the map.

Select Virtual Tours -> Rooms from the side menu and click the Edit button on the desired room.

Go to tab Preview / North.

You can now rotate the view and click on the "Set" button to set the north of the room and check in the preview if the direction is correct.

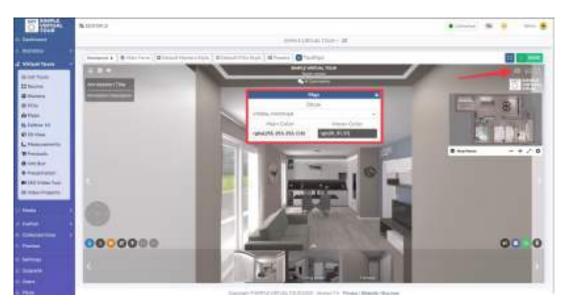
Otherwise you can move the slider over the map to see in real time how the value is applied.



You can also set the north on all rooms by going on tab "bulk" and clicking on the "apply north to all rooms" button. Click on Save on top of the page.

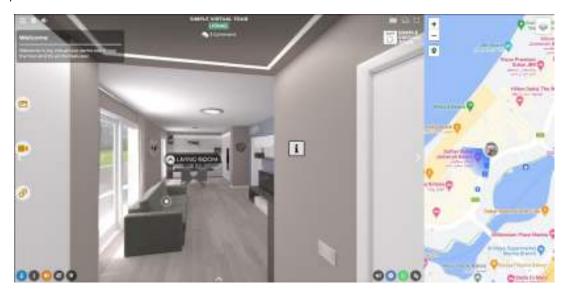
You can enable the map inside the Editor UI.

Select Virtual Tours -> Editor UI from the side menu. Click on the Map icon.



Click **Save** on top right corner of the page.

The map will now be shown in the tour as follows:



How to publish / embed a tour?

Select **Publish** -> **Tour**, from the side menu.

You have additional publishing options available for your virtual tour:

- Protection
- Expiring Dates
- Meta Tag
- Share & Embed
- Virtual Reality

Protection

You can block every tour by password or restricting access only after providing contact information (lead).



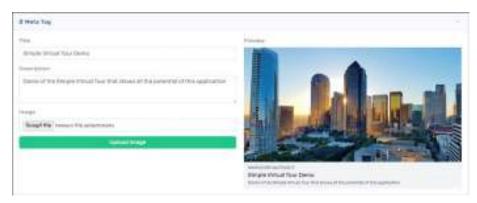
Expiring Dates

You can publish each virtual tour at a precisely specified time. Set the Start Date and End Date. You can also specify a Redirect URL to which the user will be directed when the tour expires.



Meta Tag

Fill in the fields for Title and Description, and add a thumbnail or image to let preview the tour link when sharing it.



Share & Embed

Every created virtual tour is automatically published with a permanent link.

To un-publish a tour, change its status to "Deactivated".

You can set a tour to open on first page of your site by checking "Show in first page".

You can share each tour on multiple platforms and also send it via messaging apps or email.

You can assign a friendly link to each virtual tour.

To publish a tour on any website, such as your WordPress editor, use the Embed Code.

The icons on the right side are used for opening the link, copying and generating the QR code.



Virtual Reality

The VR tour publication also offers similar options. VR tours allow viewers to explore the virtual space from different perspectives by changing their position or viewing angle.



How to create a Landing page?

The application has an intuitive drag and drop Landing page builder. Build fully responsive landing pages (with your virtual tour) without writing a single line of code.

Select Publish -> Landing, from side menu.

You can choose between Editor (visual web editor) and HTML (HTML code editor).

Editor mode

Container (with your virtual tour) "360 Virtual Tour" is added by default. Click "+" below container "360 Virtual Tour", then you can add other elements of the website.



A list of all the items that can be inserted is shown. Click on the item you want to add.



On the top toolbar, you can see a preview of your page on various devices, ranging from mobile to desktop. On the right side, you have icons for Preview, Fullscreen, and Save.



On the left side of each container, you can access the following functions:

- Drag: Allows you to drag and reposition the container within the page layout.
- Move up: Moves the container up, changing its position relative to other containers on the page.
- Move down: Moves the container down, changing its position relative to other containers on the page.
- Container Settings: Opens the settings or configuration options specific to the container.
- Cut: Removes the container and stores it in the clipboard for later pasting.
- Copy: Creates a duplicate of the container and stores it in the clipboard for pasting.
- Delete: Removes the container from the page layout.

These functions provide you with control over the placement, organization, and management of containers within your page layout.



Don't forget to save your Landing Page by clicking **Save** (floppy disk icon) in the top-right corner.

HTML Mode

The editor is suitable for people who know the basics of programming in HTML and JavaScript.



Scrolling further down the page you will find sections to change the landing's **meta tags** and **publish** link /embed code.

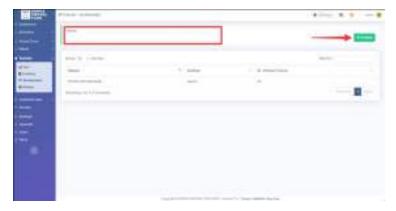
You can view a live preview of Landing page here

How to create a Showcase?

If you want to create a space to present all your tour you can do it with showcases.

Select Publish -> Showcases, from the side menu.

In the Name field, enter the name of the new Showcase. Confirm the operation by clicking the "+ Create" button.



After creating it you will be redirected to the showcase settings page, where you can change the following parameters:

- Name, The name of the showcase
- <u>Background Color</u>, Background color of the page
- Custom HTML Header, You can add a custom part at the top of the page
- Custom HTML Footer, You can add a custom part at the bottom of the page
- Logo, Image displayed as logo on page
- Banner Image, Image displayed as a banner on the page

To assign virtual tours to the showcase page, simply select the desired ones from the list of tours, choosing for each one whether to show the tour (V) or its landing page (L).



Scrolling further down the page you will find sections to change the showcase's meta tags and publish link /embed code.

You can view a live preview of showcase here

How to create a Globe view?

Globe View provides a unique perspective where the virtual tour is displayed on 3D globe. It allows users to navigate and explore different locations as if they were traveling around the world. This feature can be particularly useful for showcasing virtual tours with geographically diverse content or highlighting multiple locations.

Select Publish - Globes, from the side menu.

In the Name field, enter the name of the new Globe. Confirm the operation by clicking the "+ Create" button.

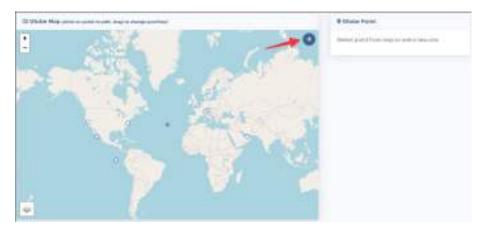


After creating it you will be redirected to the globe settings page, where you can change the following parameters:

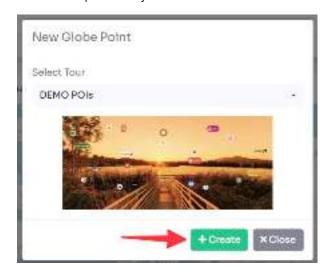
- Name, The name of the globe
- Type, The default one or the one with Photorealistic 3d tile from Google
- Default View, You can choose whether to set the satellite or road view
- Point Size, Size of the tour placement point
- Zoom Duration, Duration of the zoom animation to the point
- Point Color, Color of the tour positioning point
- Point Border, Color of the dot border
- Minimum Altitude, It is used to limit the minimum height for which to zoom
- Initial Altitude, Initial height at the loading of the globe
- <u>Center Latitude / Longitude</u>, Initial coordinates of the globe (leave blank to center all tours)
- Logo, Image to be displayed in the upper left globe



To assign virtual tours to a Globe Map click on "+" icon.



A modal will open where you can select the tour. To add it click on the "+ Create" button.



Once entered you can click on the point and $\underline{\text{drag}}$ it to change its position, or manually enter the coordinates in the **latitude** or **longitude** fields.



Scrolling further down the page you will find sections to change the globe's **meta tags** and **publish** link /embed code.

You can view a live preview of globe <u>here</u>

How to Protect a Tour?

Select **Virtual Tours -> Publish**, from side menu. Go to the **Protect** section.



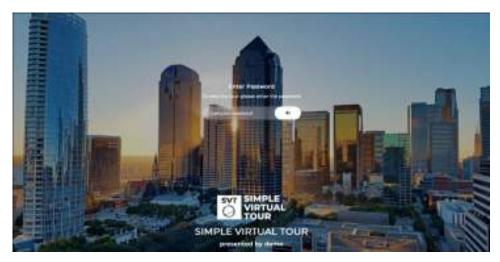
You can choose from 2 types of protection:

- Password, The user must enter the password to view the tour
- Lead, The user must enter their contact details to view the tour

You can also customize the window with a <u>title</u>, <u>description</u>, and set the sending of an <u>email</u> notification when lead information is entered.

The <u>remember</u> setting is to prevent the user from entering the password or contact information multiple times. Click **Save** when you have set the protection.

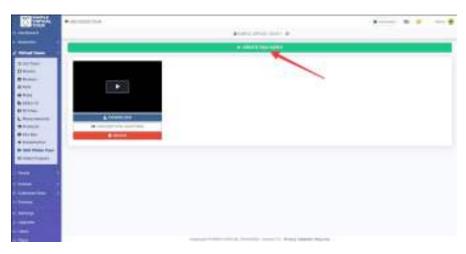
The result of a protected tour is as follows:





How to create a 360 Video Tour?

Select Virtual Tours -> 360 Video Tour from the side menu.



Click on "+ Create 360 Video" button.

You can now select/deselect the rooms to be included in the 360-degree video by simply clicking on them and define the duration of each room in seconds.



Click **Generate** button to generate the video.

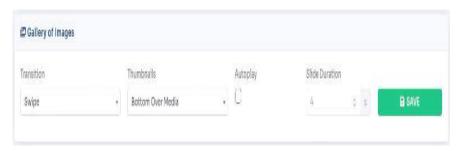
How to create a Gallery of Images and present it as a Video Slideshow?

Select Media -> Gallery, from side menu.

Here you can upload photos related to your Tour and present them as Gallery of Images or Video Slideshow.



In **Gallery of Images** you can select <u>Transition</u> animation, if and where <u>Thumbnails</u> of pictures in gallery should be presented, toggle <u>Autoplay</u> and display <u>Duration</u> of each slide.



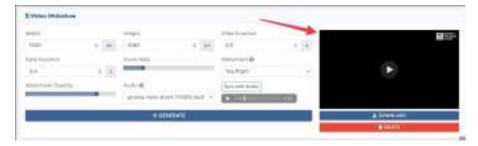
After you've made your changes click on Save.

To generate a **video slideshow** within the same images scroll down to Video Slideshow section. Now you can choose settings for your generated Video:



You can set the <u>Dimensions</u> of the video, <u>Duration</u> of each slide, <u>Zoom Rate</u> and add **Watermark** or **Audio** track Once you've set the properties of the video click **Generate** to get your video.

After the video has been generated it will be shown to the right of this section and you will be able to download it.



You can change the Gallery Mode by clicking on the one you want to appear on your tour.



You can customize and enable tour gallery viewing in the **Editor UI**.



You can view a live preview of video slideshow in this <u>demo</u>

How to create a Video Project?

Select **Virtual Tours -> Video Projects**, from side menu. Enter the <u>name</u> of the project and click on the "**+ Create**" button.



Sarai reindirizzato alla pagina del progetto dove potrai cambiare dei parametri generali, quali:

- Fade, Set the transition duration between one slide and another
- Resolution, Choose the resolution of the final video
- FPS, Set the frames per second of the final video
- Audio, Add a background audio
- Watermark, Add an image as a logo overlayed in a location of your choice
- Watermark Opacity, Set the transparency of the inserted logo

To add a new slide click on the "+" button in the timeline.



Choose the type of slide you want to add Logo + Text

This slide will contain a <u>logo</u> in the center with custom <u>text</u> underneath. You can customize the background color, text color, and its size.



Text

This slide will contain a custom text in the center. You can customize the background color, text color, and its size.



Panorama

This slide will contain an animation of a panorama of the tour. To create the animation, select the <u>start</u> and <u>end</u> point of the panorama by clicking on the corresponding buttons.

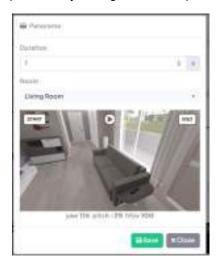


Image / Video

This slide will contain an uploaded image/video.



Once you have set all the slides and timeline click on the **Generate** button to create the video. This is an example of a video generated: