Tourweaver 4.00 User Manual

Welcome to Tourweaver 4.00

This document explains the installation and operation of Easypano Tourweaver 4.00. It is intended for both novices and professionals who engage in online virtual tour building and for real estate exhibitioners. Readers of this document should:

- Have prior knowledge of panorama photography
- Know something about setting parameters
- A basic knowledge of HTML would be better

Conventions and Definitions

We use the following typographical conventions and definitions in this document:

Typeface or Icons	Purpose
Italic	Used to emphasize new terms and concepts at the point where they are introduced. Also used to designate the quoted terms or menus of the software.
Note	Used to arouse the readers' attention towards certain operations or things they should consider.
Tips	Used to offer some extra techniques on how to use Tourweaver 4.0.

Copyright Announcement

This manual, as well as the software described in it, is furnished under license and may be used or copied only in accordance with the terms of such license. The content of this manual is furnished for informational use only, is subject to change without notice. Easypano assumes no responsibility or liability for any errors or inaccuracies that may appear in this documentation. Except as permitted by such license, no part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, recording, or otherwise, without the prior written permission of Easypano.

Tourweaver 4.00 and Easypano are trademarks of Easypano, Inc. Microsoft, Windows and Internet Explorer are registered trademarks of Microsoft Corporation. About more on license information please refer to the license agreement included in the applications. Other products mentioned in this manual have rights and marks held by their respective owners.

Feedback

We welcome your comments and feedback on this manual. Please send your comments to us by the following email: support@easypano.com

Introduction

What Can You Do With Tourweaver 4.00

As the industry-leading virtual tour presentation software, Tourweaver is professional and outstanding. You may create a wonderful virtual tour with multiple spherical, cylindrical and still images. What's more, with the features of map, hotspots and sound, you will have an immersive experience as if you're in the scene. Virtual tours from Tourweaver can be widely used in many areas like real estate business, webpage designing, multimedia designing, advertisement designing and panoramic photography. With a friendly interface, it's very easy to learn and to use. Either novices or professionals can build a charming virtual tour with Tourweaver.

What's New in Tourweaver 4.00

Added features:
+ Supports Popup Window (Map, thumbnail, text area added to popup window can expand/collapse or fly from different directions). (Pro Only)
+ Three actions are added under Actions>Window, that is, Open Popup Winodw, Close Popup Window, Show/hide Popup Window. (Pro Only)
+ Two transition effects (Fly, Expand/Collapse) are added to Open Popup Window, Show/hide Popup Window dialog box. (Pro Only)
+ Multiple actions can be added to one component. (Pro Only)
+ Size of Main Window, Scene Viewer can appear as specified percentage and settings can be made to anchor some components at a specified position. (Pro Only)
+ Textarea supports showing hints of components like button/hotspot/radar. (Pro Only)
+ Loading Window supports progress bar with swf format, supporting as3. (Pro Only)
+ Customization of progress bar of Scene Viewer is supported: none, standard, customize (swf bar is supported). (Pro Only)
+ Under Publish>Flash VR, two groups of images with different sizes can be set to display in normal and full screen mode separately. (Pro Only)
+ Under Publish>Flash VR, **two filling models** available for slice display: Blur or Gray. (Pro Only)
+ Under Publish>Flash VR, the setting is allowed to made to indicate load progress of the first scene in the progress bar of Loading Window.
+ Under Publish>General, a new Output Files Organization available to share some common files of two different tours. (Pro Only)
+ Hotspot can zoom in scale with FOV.
+ Loop can be set to a single scene with partial panfov to circle play from left to right and then from right to left. (Pro Only)
+ Distinguishing the visited and unvisited hotspot/radar is available in Map Viewer. (Pro Only)
+ Distinguishing visited/unvisited hotspot is available in Scene Viewer. (Pro Only)
+ Under Preferences>Scene, some new options are available: Transition Effect, Duration, Speed for scene.

Improved features:
* Supports **selecting multiple components** at one time and set their common properties, such as pan values.
* For action **Email to**, Subject/Body settings are available and Macro can be used to replace URL of a tour. (Pro Only)

* New style for Full Screen toolbar.
* New setting for **scan area color** of Radar.
* Supports setting the background of map viewer as transparent.
* Under Preferences>Component, it is allowed to set new styles of progress bar for Loading Window, Scene Viewer.
* A new style for Thumbnail: Translucent.
* **Slideshow** is allowed to be modified.

Fixed features:
- Java Applet removed from the output formats.
- Incompatibility with Color Scheme of Vista.
- The display problem of 0-360 One Shot.
- The display of hotspot position in 1:6 cubic pano is not correct.

For the latest info about What's New, please refer to What's New.
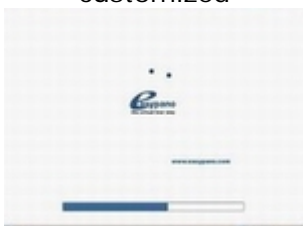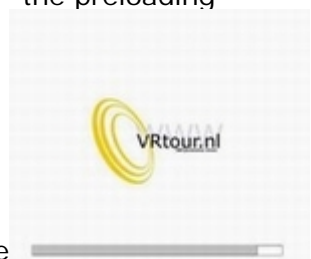
Edition Comparison

In order to cater for different user groups, Tourweaver 4.00 is designed to develop two editions involving Professional edition and Standard Edition. The two editions possess almost the same functions, which are both powerful and professional tools to create wonderful virtual tours. Below is the comparison between the two editions.

Tourweaver 4.00 Edition Comparison

Key Features	Standard Edition	Professional Edition
High-quality flash viewer	✔	✔
Support **Popup Window** (All components can be added to Popup Window except scene viewer)	✘	✔
Multiple actions can be added to one component	✘	✔
Set the size of main window/scene viewer to be a percentage of the browser window's/main window's size	✘	✔
Progress bar styles customization for Loading Window/Scene Viewer (Three options are available)	✘	✔
Classification Display	✘	✔
TextArea supports dynamic display of button/hotspot/radar hints	✘	✔
The output files organization mode is optional	✘	✔
Hotspots automatically zoom with the same scale FOV is zoomed to	✘	✔

Set loop to a single scene	✖	✔
Show map at top right corner when in full screen	✔	✔
Full screen toolbar customization	✔	✔
Support swf file for popup and preloading image	✔	✔
Support **Coordinate Grid**	✖	✔
Distinguish Visited/Unvisited Hotspot/Radar	✖	✔
Various Source Files (spherical panorama, cylindrical panorama, Kaidan one shot, 0-360 one shot, remote reality one shot, still image and single fisheye image)	✔	✔
Customized Viewer Skin	✔	✔
Text with URL link on the main window	✔	✔
Hotspots Capability (URL, sound, scene, another path)	✔	✔
Three status of Hotspot	✔	✔
Use hotspot to show pop up image for a certain scene	✔	✔
Six types of actions to Image, Text, Button and Hotspot: Action for Scene, Sound, Window, Map, Movie and Misc	✔	✔
Show Help, Email To, Print Page, Link URL, Execute Script, Pop up Image and Show/Hide Hotspot	✔	✔
Scene Description	✔	✔
Sound for scene, single movie and the whole tour	✔	✔
Sound formats supported: .mp3	✔	✔
Transition Effect for scene, map, detailed image and Popup Window	✔ Transition Effect for Popup Window is not supported	✔
Movie controller	✔	✔
Library for images, sounds and components (including single component and group components)	✔	✔
Full screen of Scene viewer and map viewer	✔	✔
Undo and Redo	✔	✔
Encrypt Image with Copyright Protection	✔	✔

Compatibility with the color scheme of Vista		✓	✓
Thumbnail Sources	Scene	✓	✓
	Map	✗	✓
	Movie	✗	✓
ListBox	Scene	✓	✓
	Map	✗	✓
	Movie	✗	✓
ComboBox	Scene	✓	✓
	Map	✗	✓
	Movie	✗	✓
Private Branding See below two entries for detail		✗	✓
Customize Preloading Image		The waiting image is restricted to Easypano logo and can not be customized	Freely set your own logo as the preloading image
Number of Maps supported		Allows only one Map	No limits
Output virtual tours to videos		✗	✓

Installation and Purchase of Tourweaver 4.00

Tourweaver Installation and Activation

System Requirements

To use Tourweaver 4.00, you need:
Minimized requirements for hardware
- ▶ Processor: PIII 800 or higher
- ▶ RAM: 512MB or higher, 1024MB recommended
- ▶ Display resolution of 800*600 or higher, 1024*768 recommended; 256 color or higher supported
- ▶ Network card needed

Operation System
- ▶ Windows 2000/XP/Vista supported

Browser
- ▶ Microsoft IE 5.0 or later version supported
- ▶ Netscape Navigator 4.5 or later version supported

- Firefox 1.0 or later supported
- Adobe Flash Player 9.0.28 or higher supported

To view virtual tour in Flash viewer, you need:
Minimized requirements for hardware
- Processor: PII 800 or higher; Mac OSX: G3-400MHz or higher
- RAM: 512MB
- Display resolution of 800*600 or higher; 256 color or higher supported

Operation System
- Windows98 supported
- Windows Me supported
- Windows 2000 supported
- Windows XP supported
- Windows 2003 supported
- Windows Vista supported
- Mac OSX

Browser
- Microsoft IE 5.0 or later version supported
- Netscape Navigator 4.5 or later version supported
- Firefox 1.0 or later supported

   Note: To run virtual tour in Flash viewer, Adobe Flash Player 9.0.28 or later version is needed. It should be noticed that the flash player installation package for Windows and Mac OSX are different.

Installation of Tourweaver 4.00 Trial Version

- Download free trial version of Tourweaver 4.00 from Easypano website
- Run Setup.exe to install Tourweaver 4.00
- Click *Next* in the Setup Welcome page
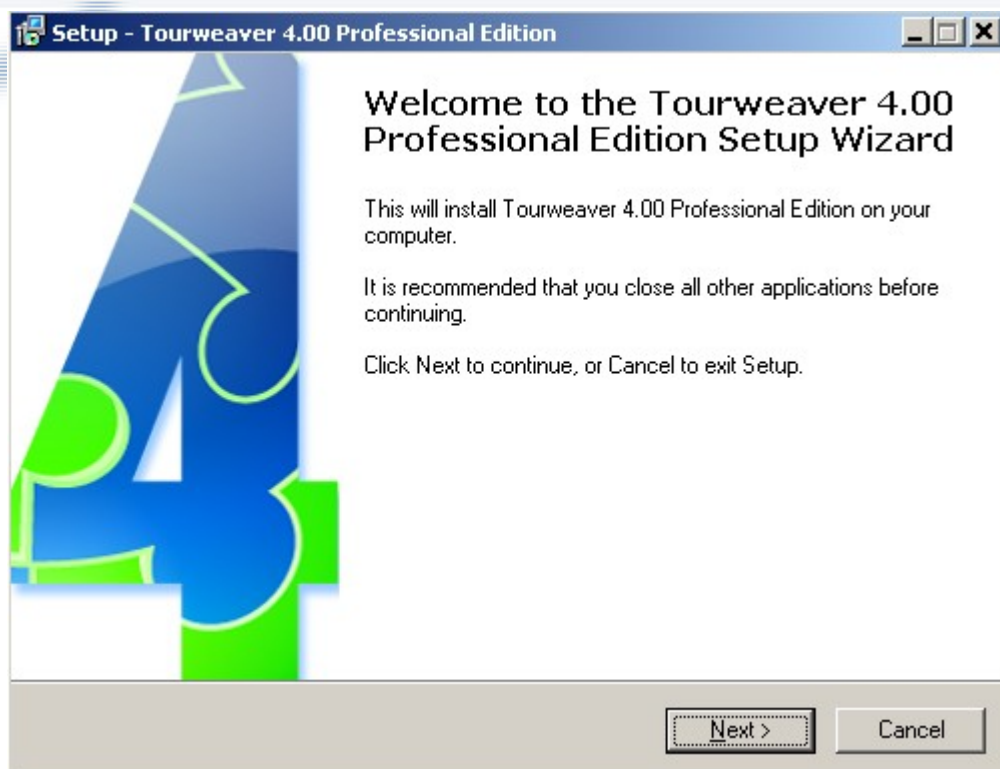
▶ Select *I accept the agreement* and click *Next*
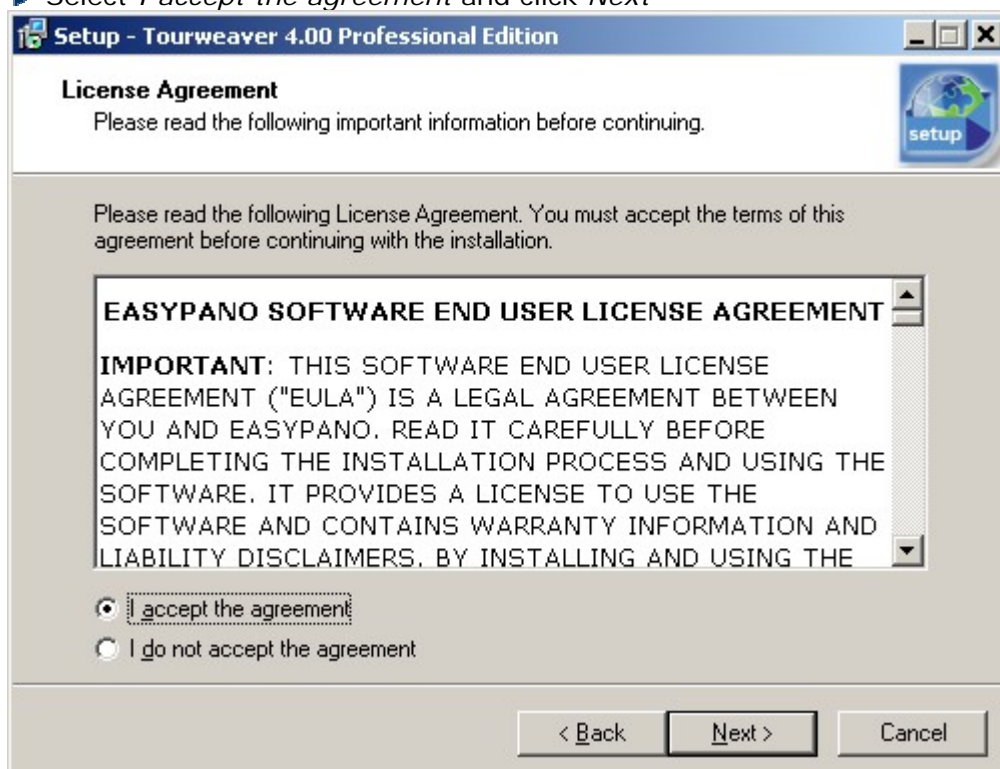
▶ Select the directory for the installation and click *Next*
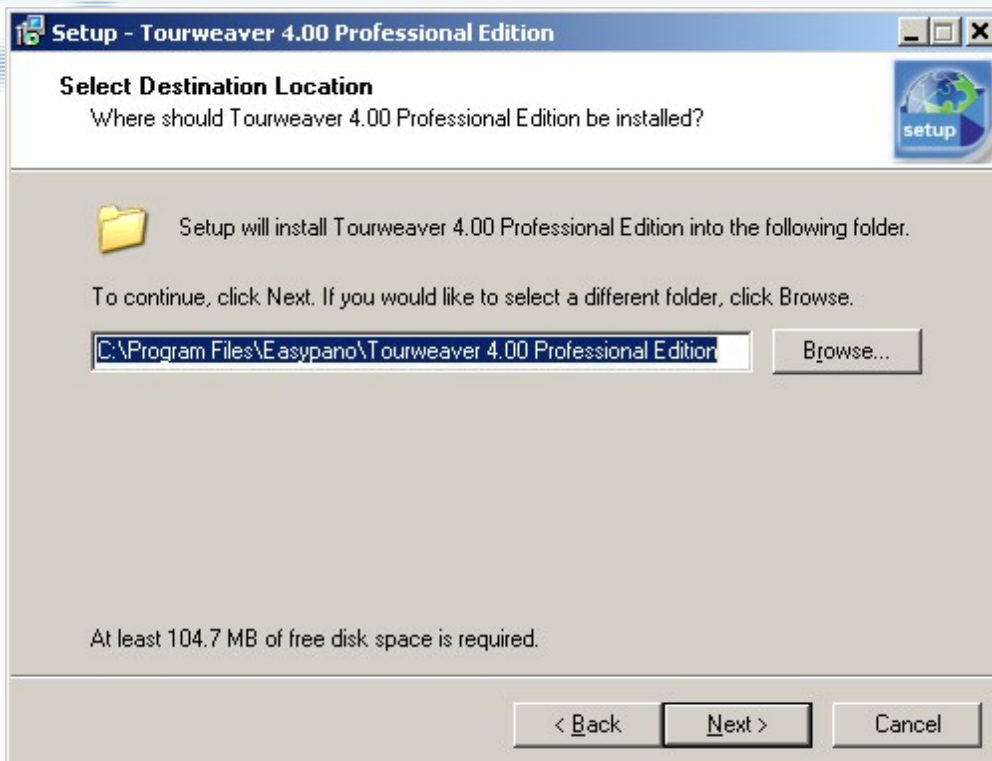
► Select the start menu folder to place the program shortcuts, and click *Next*
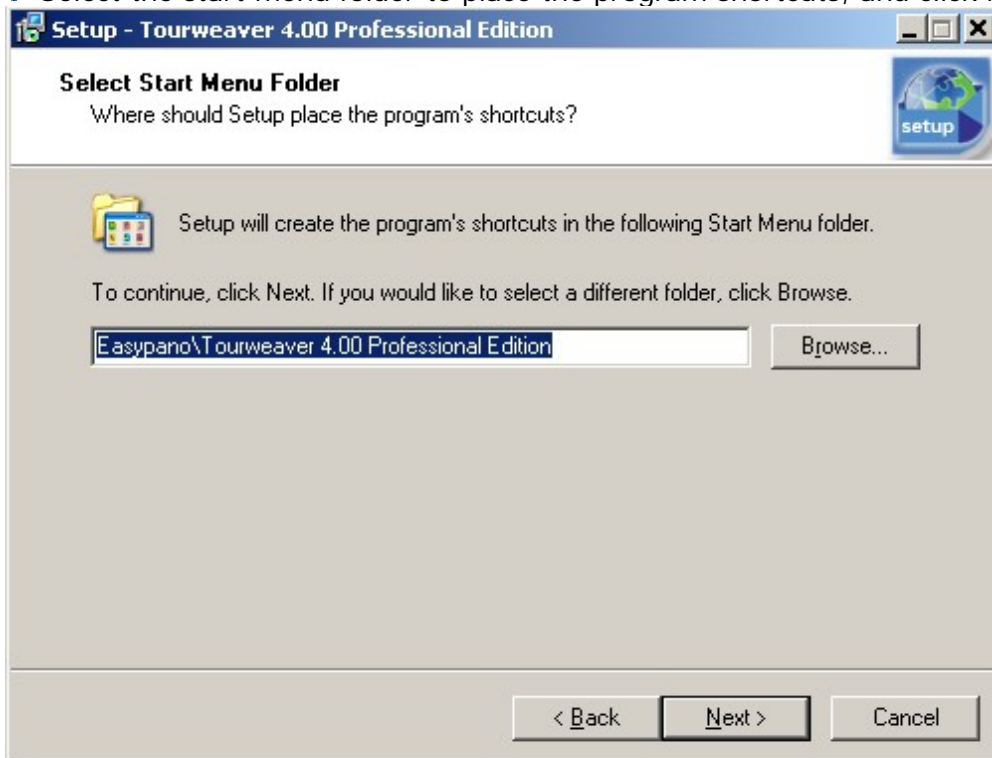
► Click *Install*
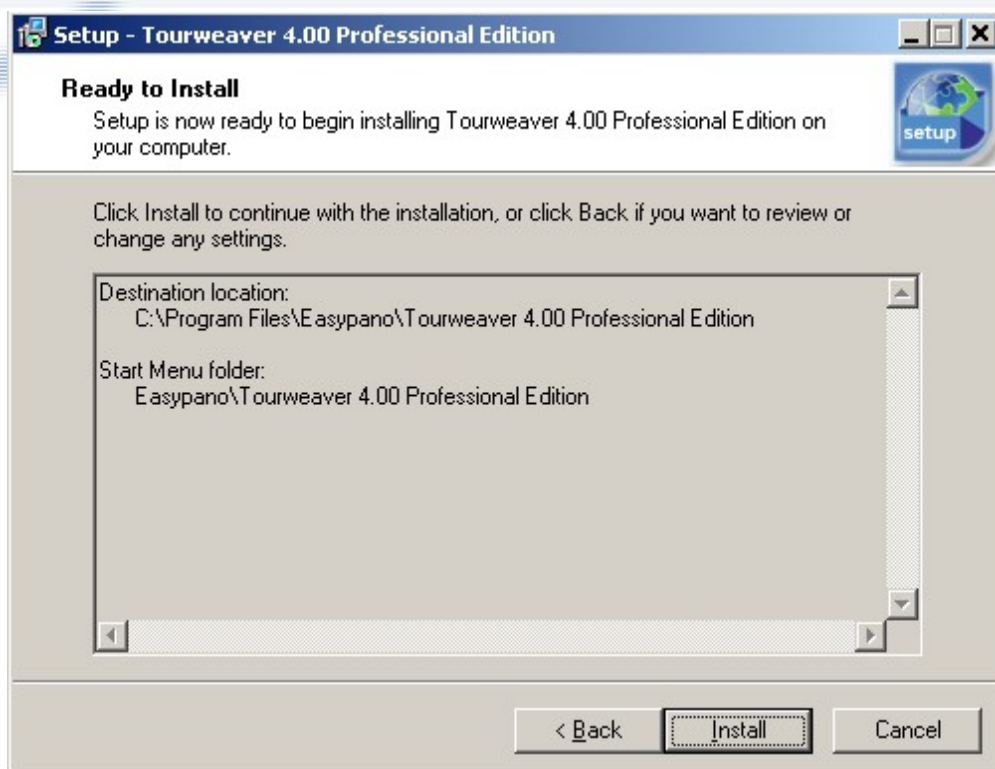
► Click *Finish* to complete the setup
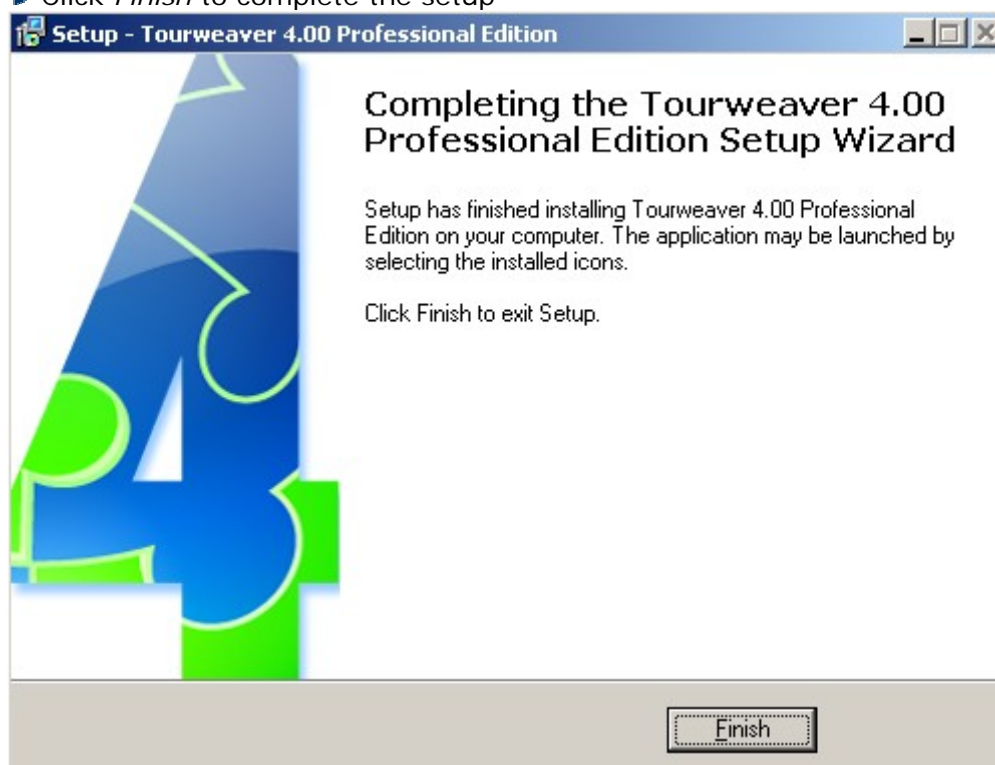
► Start the program

Activation

To fight against piracy and better protect Easypano copyright as well as user's interests, we

adopt a stricter license policy. Easypano customers have to activate the product to make it fully functional. The Easypano Product Activation System does not collect or utilize personal information, such as your name and contact information. Product Activation is completely secure and anonymous. No personal information is ever collected or requested. During activation, the product does not scan your hard drives or collect any data other than the minimum information required to verify your license. Please see our Privacy Policy.

Note: In version 4.00, one license can be activated on both desktop and laptop.
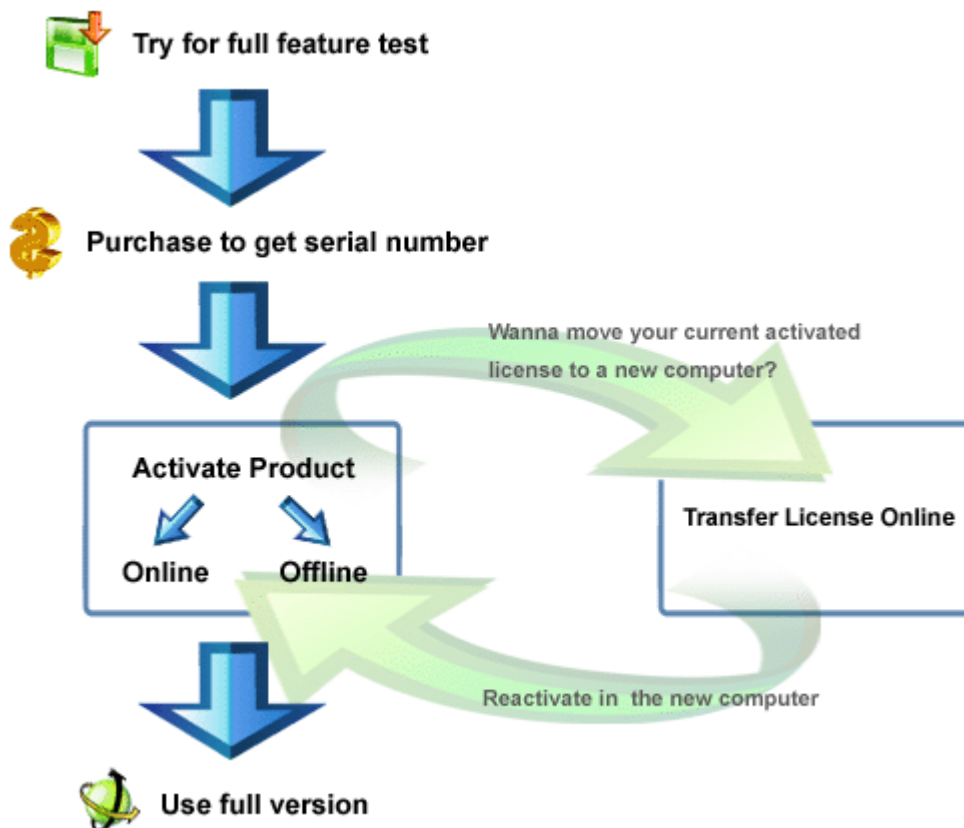
Online Activation

If the computer you are running Easypano software is connected with Internet, please proceed with the online activation. Activation over the Internet is a one-time operation. Simply enter your product serial number and activate for full use in seconds, secure and anonymous.

Note: Online Activation requires network card and Internet connection.

- Start Tourweaver 4.00
- Choose online activation in the popup window and then click *Continue*
- Input the license key which you've purchased and click *Continue*
- The online activation is accomplished.

Offline Activation

In case you need to run Easypano products in a computer with no Internet connection, you can find some other computer with Internet available to activate the product via Email or Easypano website submission. Since Internet is quite pervasive nowadays, we assume all the customers can access the Internet by certain means, either in a net cafe, or another computer.

Basically offline activation still requires internet connectivity, however not necessarily in the computer running the software.

A general procedure for offline activation:
- ► Start Tourweaver 4.00
- ► Choose offline activation in the popup window and then click *Continue*
- ► Choose step 1 to create an ARF file and click *Continue*
- ► Input the license key you've purchased and select the right directory to save this ARF; and click *Continue*
- ► An ARF file is created and saved in the relative path
- ► Click the link http://www.easypano.com/activation.html to open the registration html page. Fill out one or two available Email and upload this ARF
- ► An ALF file is created and sent to the relevant Email
- ► Login your email-box and save this ALF to your local
- ► Restart the activation procedure from Help menu.
- ► Choose offline activation; and click *Continue*
- ► Choose step 3 and click *Continue*
- ► Import ALF to activate the software and click *Continue*
- ► Offline activation is accomplished

Note: Offline Activation requires network interface card installed.

Please make sure the computer in which you install Tourweaver 4.00 and create Activate Request File, meet the following requirements.
1. Network card is installed.
2. TCP/IP protocol is installed.
3. Network card is not disabled.

Transfer License

If you want to move your software from current computer to a new one or plan to upgrade your hardware, transferring license should be done in advance. This feature deactivates the product on your current machine so it can be reactivated on the new or upgraded computer.

Transfer License Mechanism:
1. Run *Transfer License*
2. Activation ID and Serial Number are uploaded to Easypano Activation Server
3. Activation Server checks the Activation ID
4. Activation Server deactivates the current product and gives feedback to you.

Please click *Help>Transfer License*, it can be finished in a moment.

Note: Internet connection is required to transfer license. In case you need transfer license offline, say the original computer can not be accessed or crashed, please directly contact support@easypano.com. An inclusion of your serial number in the email will be more helpful. Easypano support will transfer your license in original computer so that you can reactivate in another one.

Only when the product was activated, can user proceed to transfer license.

Uninstall Tourweaver 4.00

► Select *Start>Programs>Easypano>Tourweaver 4.00>Uninstall Tourweaver 4.00*
► Delete the program via Add/Remove programs under *Control Panel*

Purchase Tourweaver 4.00

If you're interested in our products, please make purchase via the following two ways:

1. Purchase from resellers:
For the moment, we have agents in the following countries: USA, United Kingdom, Italy, France, Romania, Australia and Greece. To contact these agents, please go to this webpage for more details: http://www.easypano.com/resellers.html

2. Purchase online:
If you choose to purchase online, please go to this page:
http://www.easypano.com/onlinestore.html

Note: In version 4.00, one license can be activated on both desktop and laptop.

General Information of Tourweaver 4.00

Tourweaver Project File

The project file from Tourweaver is in XML format with the extension .tw. It records all the information of the whole project including window, scene, sound, map and output.

Note: The extension of project file from Tourweaver 1.30 is vtp. Tourweaver 3.00 and 4.00 can recognize and open vtp file, but it will convert this file to *tw* first. For more, see Support Project Files from Old Version.

Learn Tourweaver Workspace

In Tourweaver 4.00, the workspace consists of Title bar, Menu bar, Toolbar, Stage and Panel, and it's shown as below:
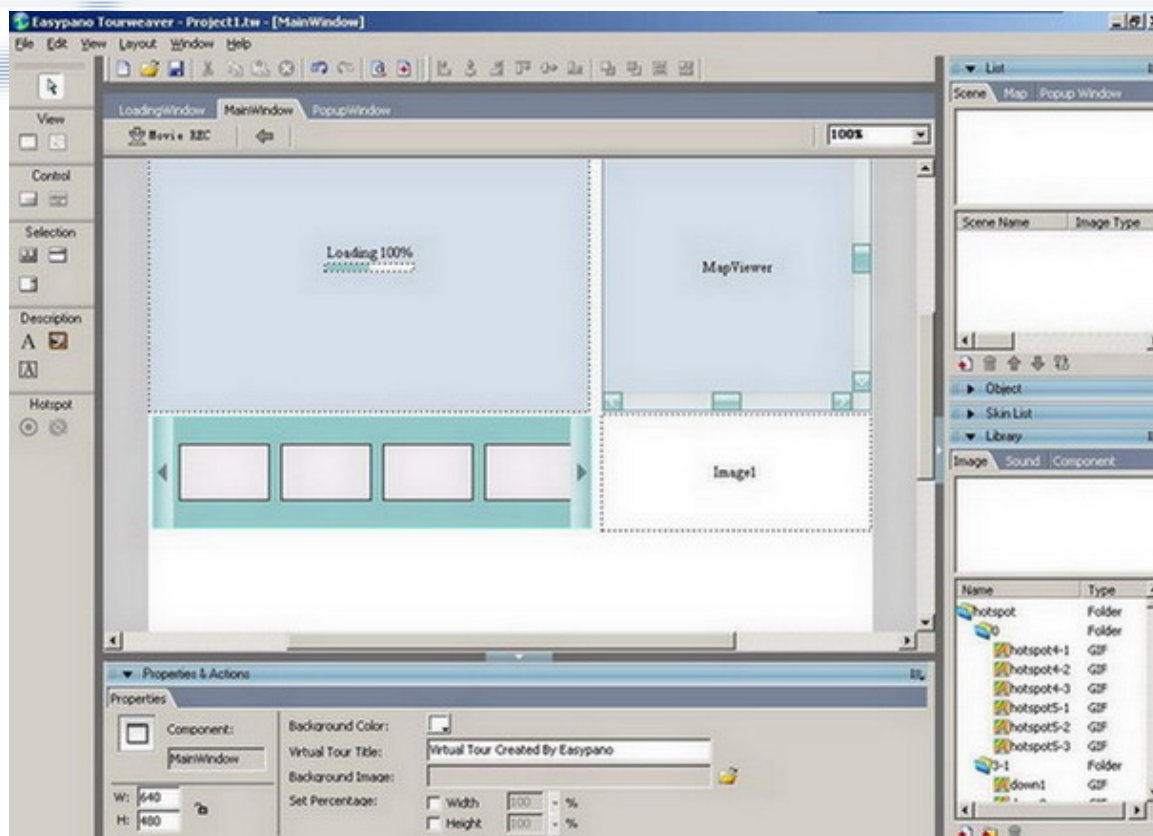
Toolbar

Toolbar includes Main Toolbar and Layout Toolbar. You can locate Toolbar by the following ways:

 Dock: Toolbar can rest at the top, bottom, left and right side of workspace. But it can't be docked in Panel area.
 Double click: When you double click Toolbar, it will return to its last dock position.
 Drag: You can drag Toolbar as you want in the Stage.

Main Toolbar

Main Toolbar displays these menus which are frequently used. The menus are listed as below:

ICON	Feature Description
	File>New Project (&N)
	File>Open (&O)
	File>Save (&S)
	-
	Edit>Cut (&T)
	Edit>Copy (&C)
	Edit>Paste (&P)

❌	*Edit>Del (&A)*
	-
	Edit>Undo (&U)
	Edit>Redo (&R)
	-
	File>Preview(&R)>Default (&D)
	File>Publish (&B)

Layout Toolbar

Layout Toolbar displays all layout menus including *Align* and *Group*.

ICON	Feature Description
	Layout>Align Left(&L), to align all the components at left
	Layout>Align Center(&C), to align all the components at center
	Layout>Align Right (&R), to align all the components at right
	Layout>Align Top (&S), to align all the components at top
	Layout>Align Middle(&M), to align all the components at middle
	Layout>Align Bottom (&B), to align all the components at bottom
	Separator
	Layout>Bring to Front(&F), to bring component to the top layer
	Layout>Send to Back(&K), to bring component to the bottom layer
	Layout>Group(&G), to integrate several components into one group
	Layout>Ungroup(&U), to separate a certain group of components

Toolbox

Toolbox displays all the components in Tourweaver. They're listed as below:

ICON	Component	Remarks
	-	
	Scene viewer	
	Map viewer	
	Button	
	Movie controller	
	Thumbnail	
	Combobox	
	Listbox	
	Text	
	Image	
	Textarea	
	Hotspot	Scene/Map
	Radar	Map

Stage

Stage is the place where you edit tours. It includes Main Window and Loading Window.

Note: There are two buttons right below MainWindow: *MovieREC* and *Back*. When you click *MovieREC*, the whole MainWindow will access the state of movie editing and then the MovieREC panel will be opened automatically. If you click *Back* button, you're back to the skin editing state.
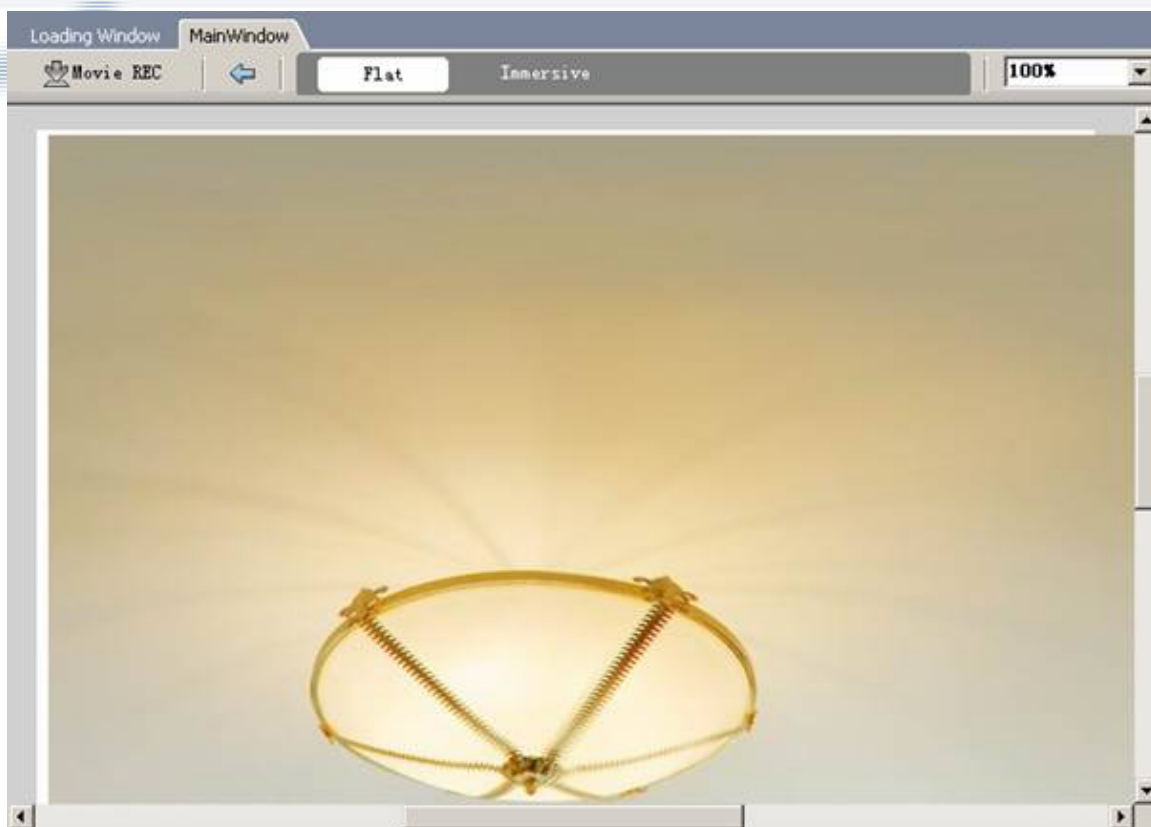
Zoom

You can zoom on *Stage* at a specified percentage. To view the whole stage on screen or to view a particular area at high magnification, you can change the magnification level. The minimum value for zooming out on the stage is 8%. The maximum value for zooming in on the Stage is 800%.

To magnify or reduce your view of the stage, execute any of the following:
▶ To zoom in or zoom out the entire stage, please select *View>Zoom in* or *View>Zoom out*
▶ To zoom in or zoom out at a specified percentage, please select *View>Magnification*. And select the percentage from the submenu. Or select the percentage from the zoom control at the upper-right corner.
▶ To scale the *Stage* to fit completely in the application window, please select *View>Magnification>Best fit*

Move Stage View

You can move the window in the *Stage* by dragging scrollbar. When the stage is zoomed in, you may not see the entire stage. Then you can view the whole stage by scrollbar instead of changing zoom level.

Panel

Properties and Actions Panel

Properties and Actions panel displays the properties (actions) of the current selected component. There are generally two pages in it: Properties page and Actions page. The Actions page only exists for these components which you can add actions to. You can edit

the components properties on Properties page. And you can add events to components on Actions panel when it's available.

[Properties Page]

[Actions Page]
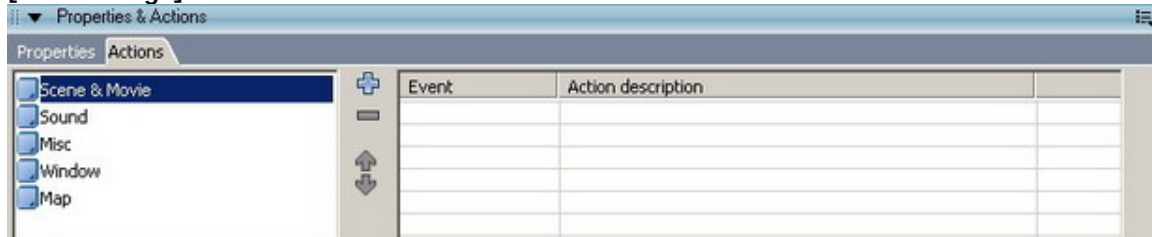
Actions list:

Tourweaver 4.00 provides various actions. These actions are classified as the following types: *Action for Scene & Movie, Action for Sound, Misc, Action for Window*, and *Action for Map*. For more details, see What is Action.

Tip: Multiple actions are supported, see Multiple Actions.

Button

ICON	Feature Description
✚	To add the selected action to the selected component; and the added action will be displayed in the events list.
▬	To delete the selected action from Events list.
⬆	To move the selected action in events list one step upwards.
⬇	To move the selected action in events list one step downwards.
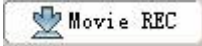
Events list:

The events list is at the right side of Actions page which lists all the actions added to the component.

To show Properties and Actions panel, please do either of the following:
- Select *Window>Properties* and *Actions* panel
- Press *Ctrl+P*

Movie REC Panel

Movie REC panel is the place where the movie is recorded. The panel is closed as default. If you want to edit movie, you have to click the *MovieREC* button 🔽 Movie REC which is right below *MainWindow* tag. Then the panel will be opened automatically and the scene viewer becomes a movie window. The panel is shown as below:
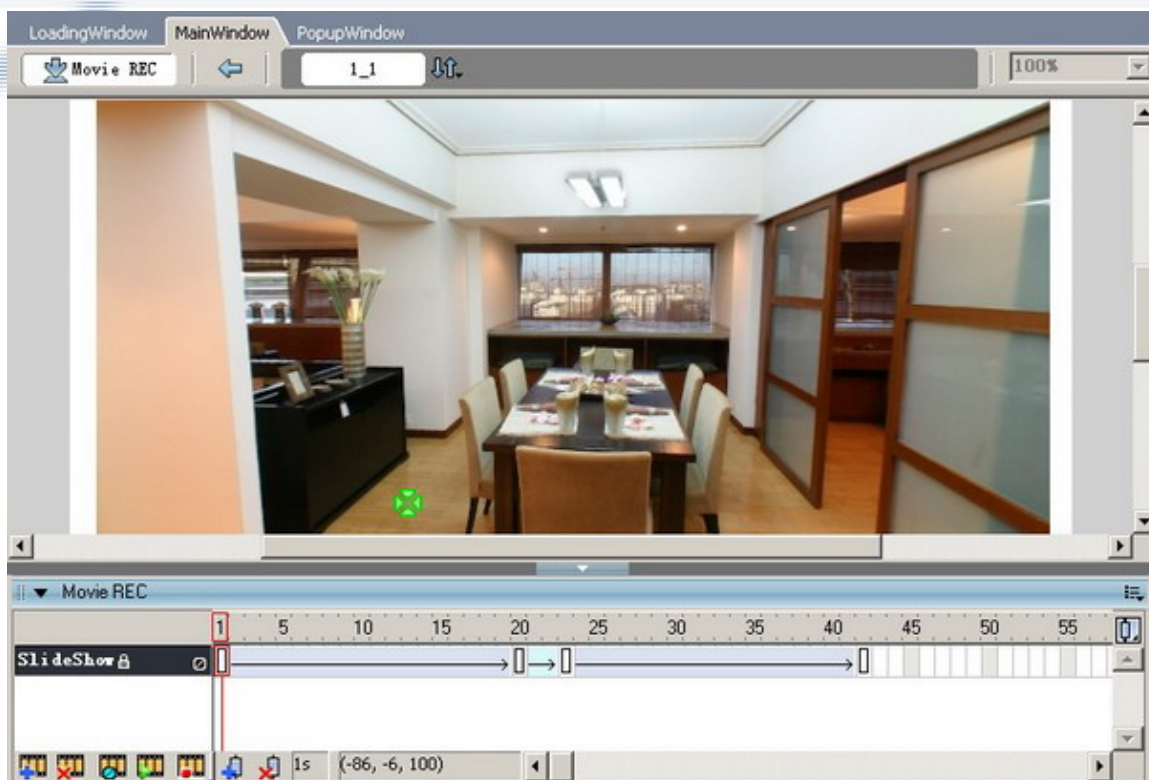
ICON	Feature Description
	Create a new movie
	Delete the selected movie
	Set the selected movie as default
	Play the selected movie
	Export the selected movie as a video.
	Add a frame to the current movie
	Delete a frame from the current movie

Movie List: To display all the movies in the current project.
Time Line: Marks the time position of each frame, the *TimeLine* is a scale on which time point is shown every 5 seconds. Each small scale stands for 1 second.
TimePoint: It is used to coordinate the timing between the frames.
Frame Area: To show all the frames in the current movie.

Condition			Display way between the two frames	Illustration
At a certain movie	The two frames are in the same scene	Time space>=1	The two frames are connected with an arrowhead line	
		No time space	The two frames are connected with a single line	
	The two frames are in different scenes	Time space>=1	The two frames are connected with an arrowhead line and the background color is blue	
		No time space	The two frames are connected with a single line	

Frame Preview Button
Display mode for frame including *Normal* and *Preview*.

- 21 -

Button	Hint	Dropdown List	Illustration
	Frame Preview	Normal	
		Preview	

☑ **To display Movie REC panel, please do the following:**

1. Place the *Scene Viewer* on *Main Window*
2. Import scenes under scene panel
3. Click the *MovieREC* button [Movie REC] which is right below *MainWindow*

☑ **To close *MovieREC* panel, please do any of the following:**

1. Click the *Back* button [←] which is right below *MainWindow*
2. Or double click any places on *MainWindow* except scene viewer

List Panel

List panel manages scenes and maps in the current project. It includes Scene tag and Map tag.

To display List panel, do the any of the following:
► Select Window>List panel
► Press *Ctrl+S*

Scene Tag

Scene tag manages all scene images in the current project. You can add scene to the project or delete scene from the project.

Click these icons can help you to realize features below:

ICON	Feature Description
	Add scene
	Delete the selected scene
	Move the selected scene one step upwards

⬇ Move the selected scene one step downwards

⬚ Replace the selected scene with a new one

The supported scene types are as below:

	Feature Description	
Add Spherical(S)...	Add Spherical	Import spherical panorama
Add Cylindrical(C)...	Add Cylindrical	Import Cylindrical panorama
Add Still Image(I)...	Add Still Image	Import Still image
Add Kaidan One Shot(K)...	Add Kaidan One Shot	Import Kaidan One Shot
Add Remote Reality One Shot(R)...	Add 0-360 One Shot	Import 0-360 One Shot
Add 0-360 One Shot(O)...	Add Remote Reality One Shot	Import Remote Reality One Shot image
Add Single Fisheye(F)...	Add Single Fisheye	Import single fisheye image
Add Cubic(B)...	Add Cubic	Import cubic panorama

Map Tag

Map tag manages all maps in the current project. You can add map to the project, delete map from the project and replace the map without changing hotspots on it. As to the details, see *Add or Delete Map* and *Replace Map*.
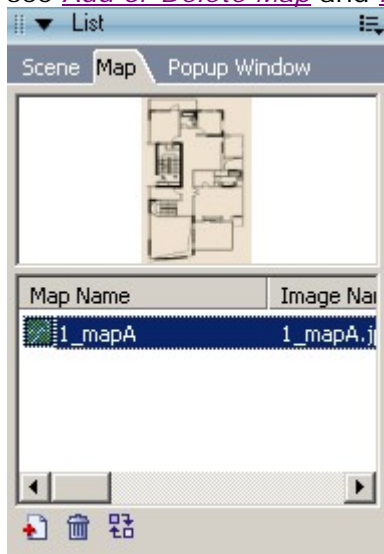
Click these icons helps you to realize features below:

ICON	Feature Description
⬚	Add map
🗑	Delete the selected map
⬚	Replace the selected map

Popup Window Tag

Popup Window tag manages all popup windows in the current project. You can add popup window to the project or delete popup window from the project. As to the details, see below:
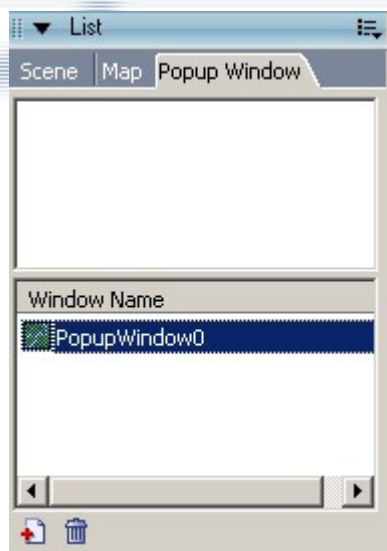
Click these icons helps you to realize features below:

ICON	Feature Description
	Add popup window
	Delete the selected popup window

Skin List Panel

Skin list panel is the place where all tour skins are saved and organized. You can export the tour skin of the current project to skin list panel. Or you can delete an existing skin. Or you can organize the skins in the skin list panel.
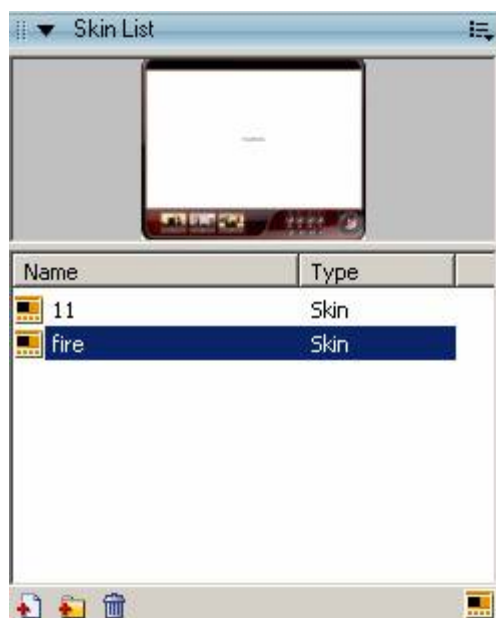
Click on these icons helps you to realize features below:

ICON	Feature Description
	Add skin to Skin List panel
	Add a folder to organize the skins in the panel.

🗑	Delete the selected folder or skin
🖼	Get more skins online

To display Skin list panel, do any of the following:
▶ Select Window>Skin List
▶ Press *Ctrl+T*

Object Panel

Object panel displays all the components on *Main Window*, hotspots on scene, hotspots and radars on map or all the frames in movie. You can select these components or frames under Object panel.

⭐**Tips:** When you select any in the object list from *Object* panel, this selected object will be high-lighted and centered on the *Main Window*. For example, when you're editing tour movie, all the frames of the selected movie will be listed in the object panel. You can also see which scene this frame is related to. Things would go easy when you want to edit different frames.
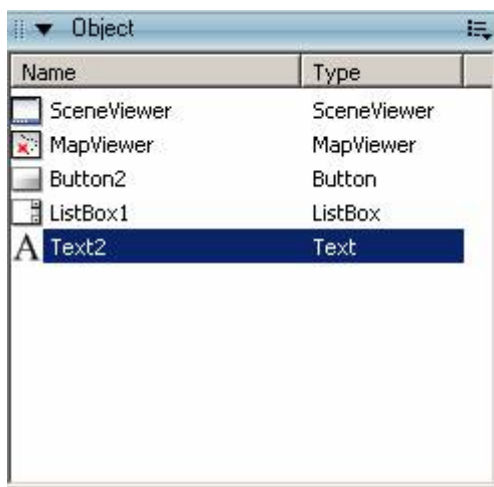
To display Object panel, do any of the following:
▶ Select Window>Object
▶ Press *Ctrl+O*

Library Panel

Library panel saves and organizes the resources which are frequently used in virtual tour like images, sounds and components. Hence, Library panel contains Image library, sound library and component library.

To display Library panel, do any of the following:
▶ Select Window>Library
▶ Press *Ctrl+L*

Image Library

Image Library manages all the images in the current project. You can add new image to the image library or delete image from it. As to the details, see Image Library.

Name	Type
dian	GIF
eye1	GIF
eye2	GIF
hotspot1_left_2	GIF
hotspot1_left_3	GIF
hotspot1_right_1	GIF
hotspot1_right_2	GIF
hotspot1_right_3	GIF
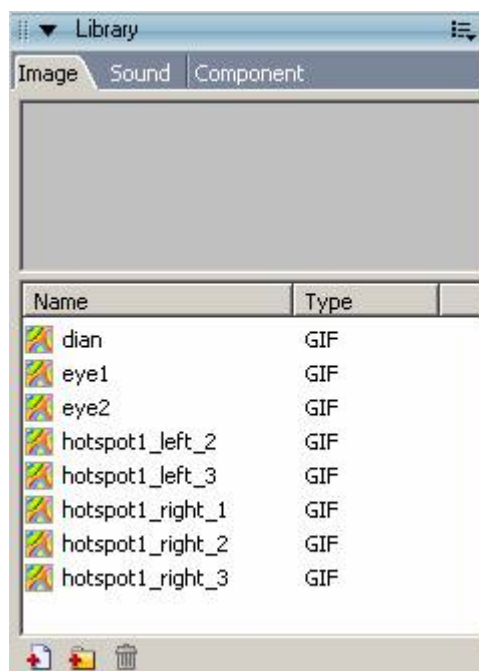
Click on these icons helps you to realize features below:

ICON	Feature Description
	Add image to Image Library.
	Add a folder to organize these images in library.
	Delete the selected folder or image from Image Library.

Sound Library

Sound Library manages all the sounds in the current project. You can add sound to the sound library or delete sound from it. As to the details, see Sound Library.
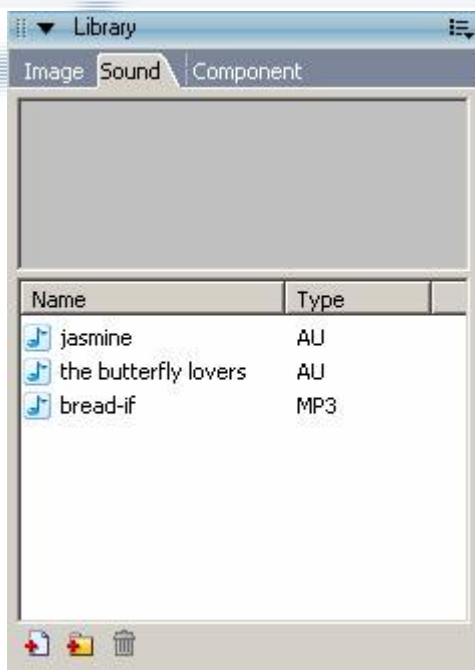
Click these icons helps you to realize features below:

ICON	Feature Description
	Add sound to sound library
	Add a folder to organize the sounds in the library
	Delete the selected folder or sound

Component Library

Component Library manages all the components in the current project. You can add component to the component library or delete component from it. As to the details, see Component Library.
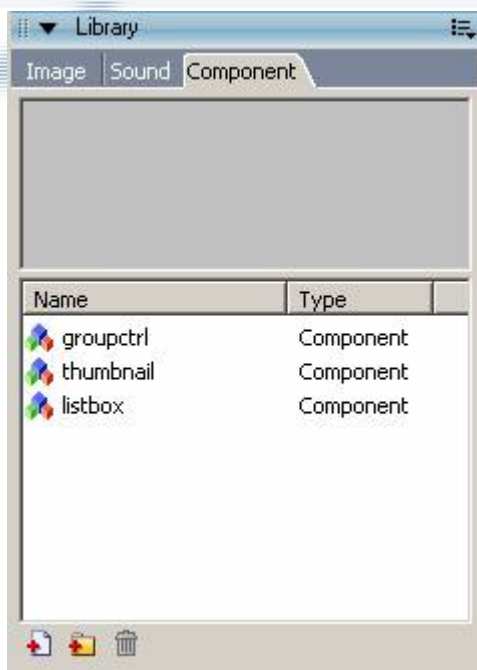
Click on these icons helps you to realize features below:

ICON	Function
	Add component to component library
	Create a new folder to organize the components in library.
	Delete the selected folder or component.

Using Panel

General Operations on Panel
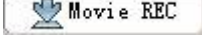
⊡ **To open a panel, do the following**
▶ Select the desired panel from Window menu
To close a panel, do the following:
▶ Select the desired panel from Window menu
▶ Right-click (Windows) or Control-click the panel's title bar and select *Close Panel Group* from the context menu.

Note: For MovieREC panel, you have to open it by clicking [Movie REC] button right below MainWindow; and close it by clicking the *Back* button there.

⊡ **Using popup menu**
1. Click the control button at the right side of panel title bar to view the popup menu
2. Select one of the menus

⊡ **To adjust panel size, do the following**
▶ Drag the panel's border (Windows) or drag the size box at the panel's lower-right corner

⊡ **To open or close panel, do the following**
▶ Click the control arrow which is at menu bar to open or close the panel.

⊡ **To close all the panels**
▶ Select Window>Hide panels

Arranging Panels

In Tourweaver, you can organize panels into groups. You can rearrange the order in which panels appear within panel groups. You can also create new panel groups and dock panels to existing panel groups. If you want a panel to appear on its own, separated from other panel groups, you can float the panel. This is particularly useful for panels that you want access all the time.

▣ **To move a panel**
► Drag the panel by its gripper (on the left side of title bar)
▣ **To add a panel to an existing panel group**
► Drag the panel by its gripper to another panel. A black line appears next to the target panel to show where the panel will be placed.
▣ **To float a panel**
► Drag the panel by its gripper and move it away from other panels.

Using Panel Settings

You can create custom panel arrangements, and save these as custom panel sets. You can switch the panel display to the default layout or to a custom layout that you have saved previously.

▣ **To save a custom panel sets:**
1. Select *Window>Save panel layout*
2. Input the name for the layout and click *OK*
▣ **To select a panel layout:**
1. Select *Window>Panel sets*
2. From the submenu, select the default layout to reset panels to default layout, or select a custom layout that you've saved previously.
▣ **To delete custom layouts:**
1. Select *Window>Workspace layout>management*
2. Select the panel sets which you're going to delete from manage workspace layout dialog box
3. Click *Delete*
4. Click *Yes* to confirm
5. Click *OK*

Build Your First Virtual Tour

Create a Project

Launch *Tourweaver* 4*.00* from *Start* menu.

Choose *New Project*
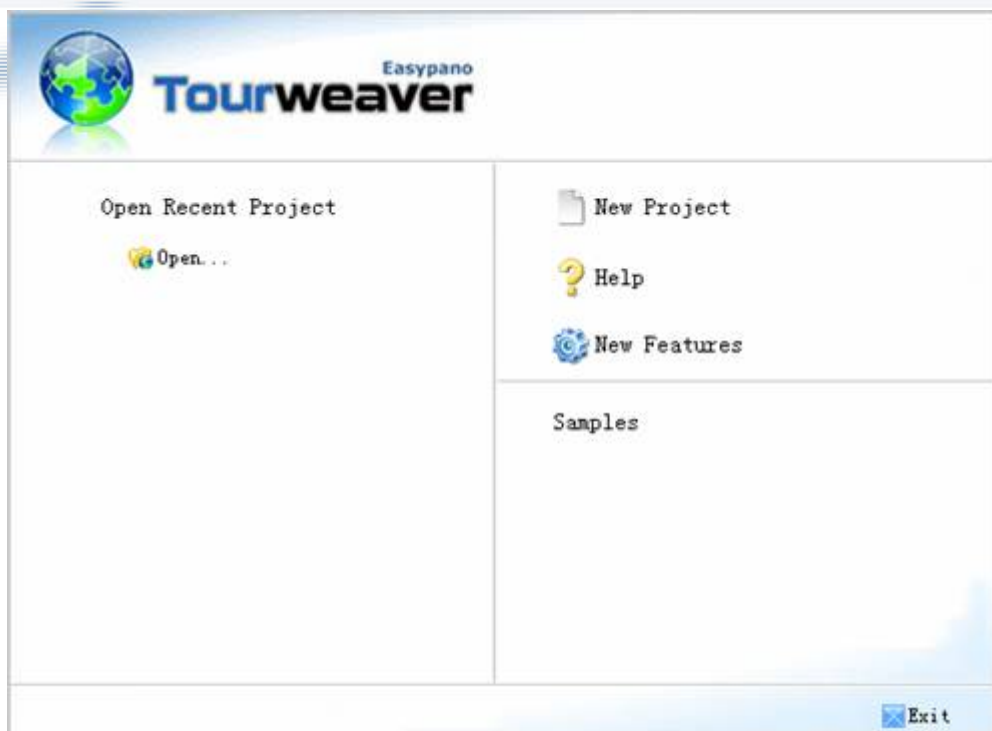
Choose a skin template to create the project
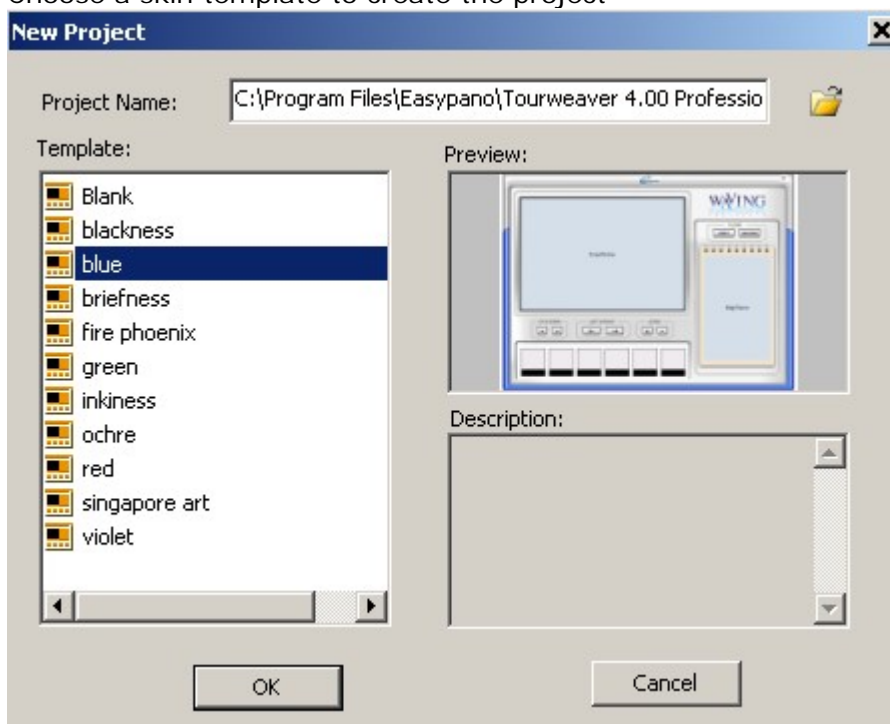
The project is created as below:
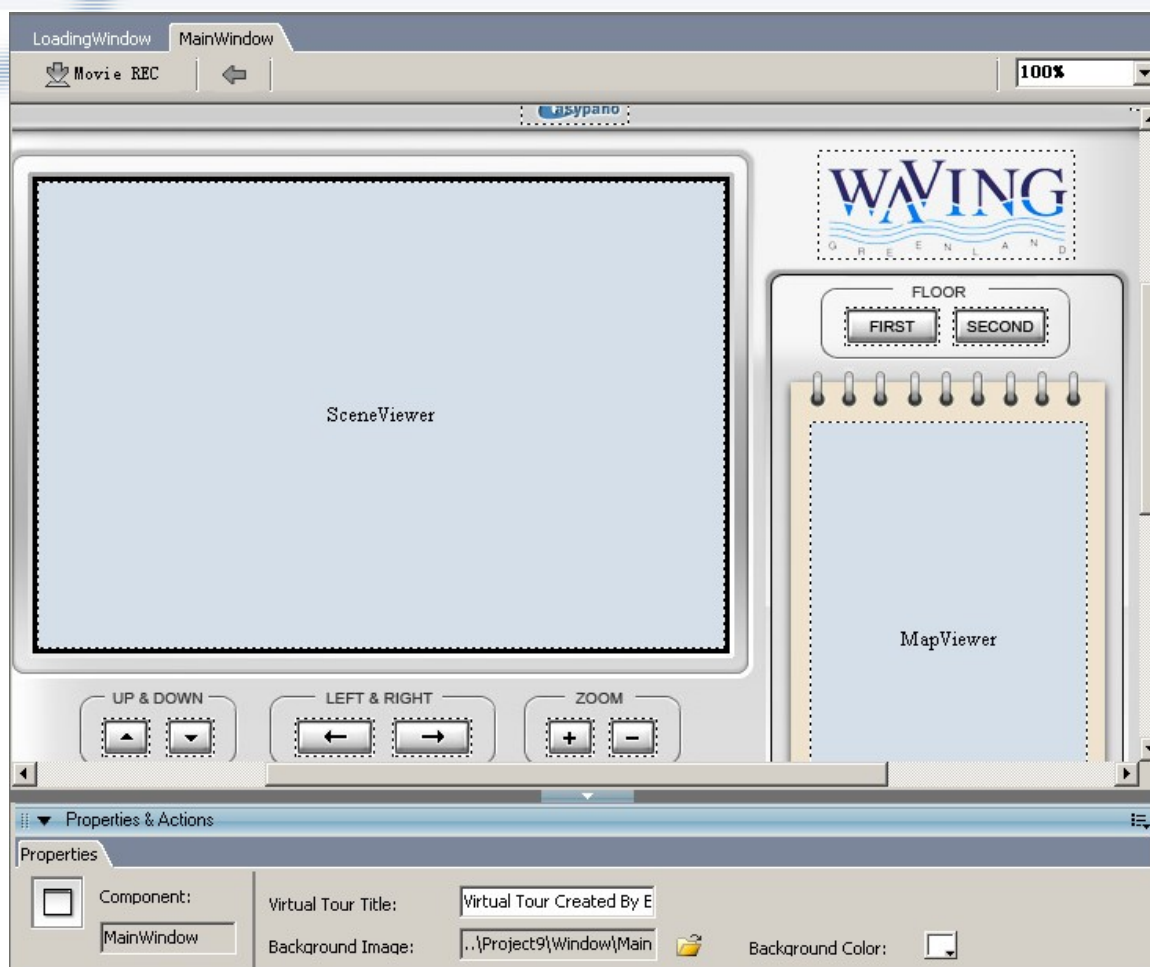
Add Scene Image

Go to *List* panel and select *Scene* tag. Click ➕ to add new scene image.
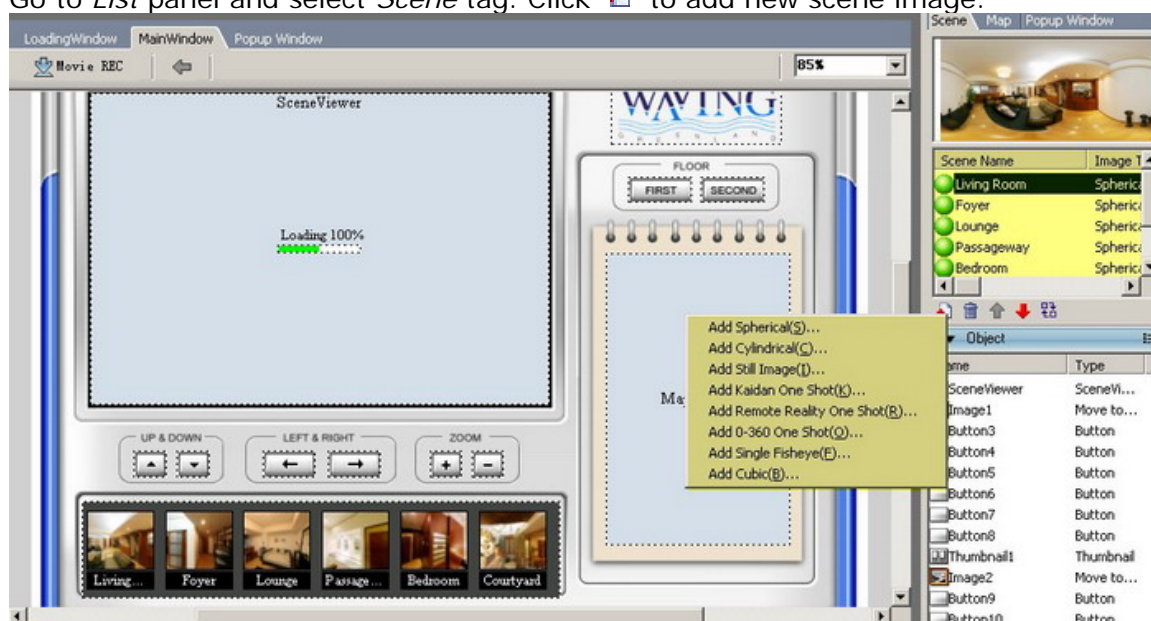
Add three spherical panoramas and one still image
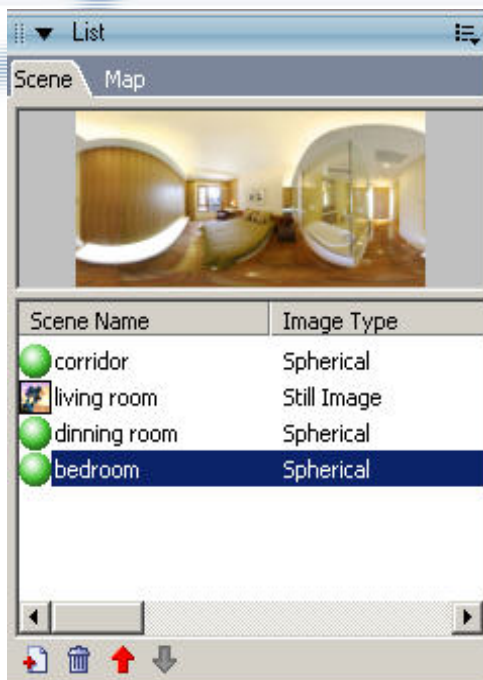
Modify Thumbnail Properties

Set scene as the source for the thumbnail. Select all the images for it and click *OK*.
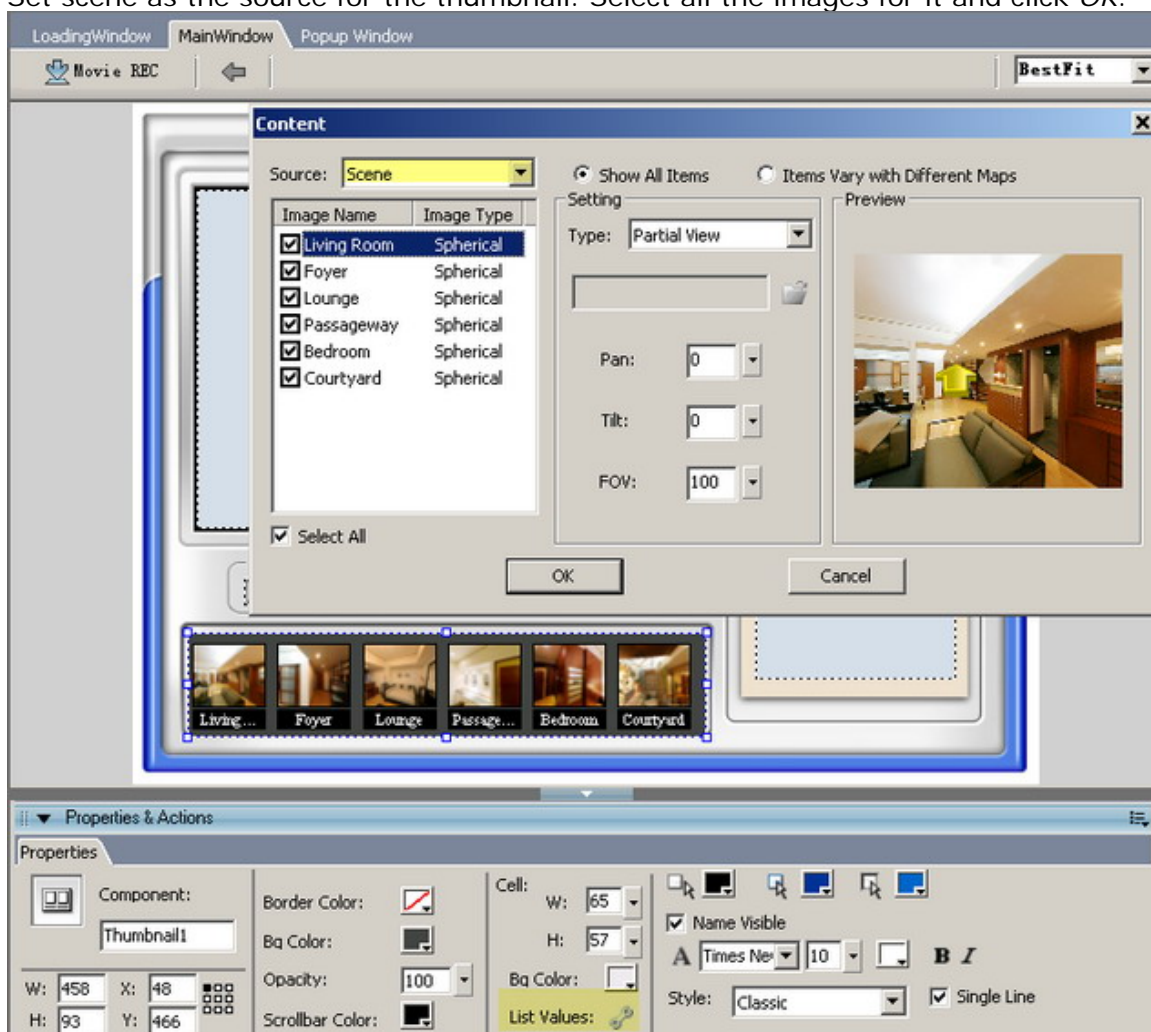
Preview

Click the *Preview* button from *Main Toolbar* to preview the virtual tour.

Publish

Click *Publish* button from Main Toolbar to publish the virtual tour.

Upload to Web Server

Step 1: Upload all the published files to web server. Keep the original file structure and put them in the same folder with the webpage.
Step 2: Copy the code from instruction html and paste them into the relative webpage.

Using Tourweaver 4.00

Building TW Project

Create a New Project

To make virtual tour with Tourweaver, you should create a new project in Tourweaver first.
There are two ways to create a new project:
  ▶ Create project from skin template
  ▶ Create project from blank skin

⊡ **From skin template**

To create project from skin template is to create a project with an existed skin template. The steps are as below:

1. Select File>New Project
2. Input project name and the directory to save that project
3. To select a skin template from the template list
4. Click OK

⊡ **From blank skin**

To create project from blank skin is to design a tour skin from scratch. The steps are as below:

1. Select *File>New Project*
2. Input project name and the directory to save that project
3. Select Blank from template list
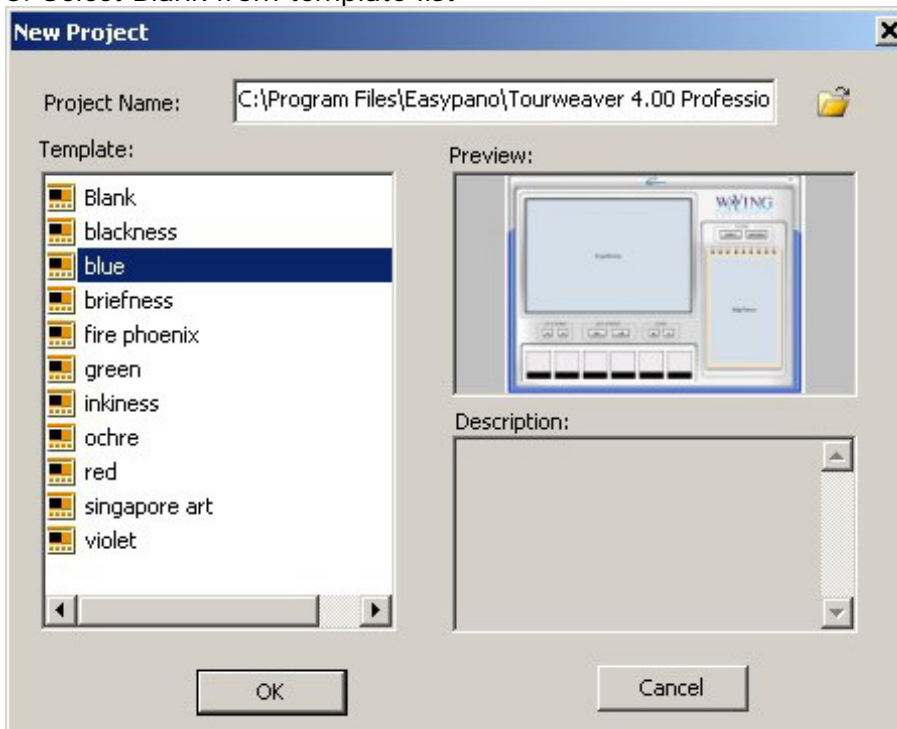
4. Click *OK*

Save Project

If you want to stop the work and quit Tourweaver 4.00 during making a virtual tour, you can save the operations and settings as a .tw file which is a project file. Therefore you can continue the work instead of doing from scratch next time. That will save large amount of your time.

Open a Project

To open an existed project in Tourweaver 4.00, please go to *File>Open* and select relative file in the popup window.

Support Project Files from Old Version

Tourweaver 4.00 supports the vtp project files from Tourweaver 1.3 and tw files from Tourweaver 3.00. Nevertheless some contents of the projects will be converted. The changes are concluded as below:

Components in old project file (tw1.3)	To be converted or deleted in new project file(tw4)
SceneDescription Tour Components	TextArea Component
TextLink and Label Tour Components	Text Component
CompanyInfo Tour Components	deleted
Statusbar Tour Components	deleted

Make Virtual Tour Skin

You can customize your own virtual tour skin to get a unique virtual tour. Virtual tour skin includes *Main Window* and *Loading Window*.

Set Skin Properties

If you want to set properties for virtual tour skin, please access *Main Window* and click on the blank part of it. Then open Properties panel to set skin properties. The skin Properties panel is shown as below:
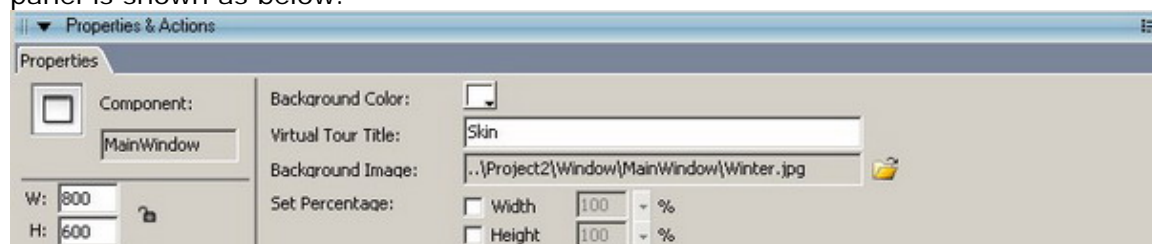
Using Ruler, Guide Line and Grid

When you make virtual tour skin, you can choose to show ruler and guides which may help you to precisely arrange the components on skin. When using guides, there will be vertical and horizontal lines listed on Main Window. You can snap components to guides to easily lay out the components. Or you can use grid which is similar to guides so that you can also snap components to grid.

Using Ruler

When you choose to show ruler, it will be displayed at top and left edge of Main Window. The default unit is pixel. If ruler is used, when you move any component on Main Window, you will see a black rectangular area moving at ruler to indicate the size of this component and its movement.

To show or hide ruler:

► Select *View>ruler* or right click on skin and choose *ruler* from the pop-up menu.

Using Guides

Make sure rulers are already visible on Main Window. Then you can use selection tool to drag the horizontal and vertical guides from ruler to Main Window. You can move, lock, hide or delete the guides. You can snap components to guides, change guides color, or clear all guides from Main Window.

☐ **Show or hide guides:**
▶ Select *View>Guides>Showguides*

Note: If the *Grid* is shown and *snap to grid* is selected, then when you drag a new guide it will be aligned to grid.

☐ **Open or close *Snap to Grid*:**
▶ Select *View>Grid>Snap to Grid*

Note: If guide line falls between two grid lines, then *Snap to guides* has precedence over *snap to grid*

☐ **Move Guides:**
1. Select *View>Ruler* to ensure the ruler is shown
2. Use selection tool to click anywhere on ruler and drag guides to the desired position of Main Window.

☐ **Delete guides:**
▶ If the guides are unlocked, then use selection tool to drag it back to rulers. For more details about lock and unlock of guides, please refer to the following steps.

☐ **Lock guides:**
▶ Select *View>Guides>Lockguides*

Note: You can also use *Lock guides* from *Editing guides* window (*View>Guides>Edit Guides*). For more details, please refer to the following steps (**Set guides preferences**).
1. Select *View>Guides>Edit guides* and then do any of the following steps:
▶ To set guides color, please click the triangle from the color window and select the proper color from palette. The default color is green.
▶ Select or cancel *Show Guides* to show or hide guides
▶ Select or cancel *Snap to Guides* to open or close this feature
▶ Select or cancel *Lock Guides* to lock or unlock guides
▶ As to snap accuracy, please choose one option from the popup menu
▶ If you want to remove all guides, please click *Clear All*
▶ If you want to save the current settings, please click *Save as default*
2. Click *OK*

☐ **Clear Guides:**
▶ Select *View>Guides>Clear guides*

Using Grid

If *Grid* is shown, you will see a series of lines appearing in the background. You can align components with grid. You can also customize the size and color of *Grid*.

☐ **Show or hide *Grid***
▶ Select View>Grid>Show Grid
▶ Press *Ctrl+G*
☐ **Open or close *Snap to Grid***
▶ Select View>Grid>Snap to Grid
☐ **Set *Grid* preferences**
▶ Select *View>Grid>Edit Grid*
▶ To modify grid color, click triangle in color window and choose the right color from

palette
- The default grid color is set to gray
- Select or cancel *Show Grid*
- Select or cancel *Snap to Grid* to open or close this function
- Enter the proper value in the textbox of horizontal space and vertical space to set the grid space
- As to align accuracy, please select an option from the popup menu
- Click *Save default value* to set the current settings as default

Component

Skin is composed of multiple components. For more details about the components that make up skin, please refer to *Toolbox*.

Add and Delete

When building a tour skin, you can add the needed components from Toolbox to Main Window. Or you can delete the components which you no longer want from Main Window.

Add:
1. Move your mouse onto Toolbox
2. Click the component you want to add
3. Then move your mouse onto Main Window
4. Click the blank part of Main Window to place this component

Delete:
1. Select the component which you're going to delete from Main Window
2. Press *Delete* key or *Backspace* key to delete the component

Copy and Paste

You can create a new component in a fast way by copy and paste.
Follow the steps below to copy and paste:
1. Select the component you want to duplicate
2. Right click your mouse to open the popup menu and choose Copy. Or press *Ctrl+C* to copy the component.
3. Go to Main Window and right click your mouse and choose Paste. Or press *Ctrl+V* to paste the component.

Tips: Select the component and meanwhile press *Ctrl*. Then use your mouse to drag the component to another position and release. Then another component is duplicated.

Move and Lock

You can move component to a proper position by mouse or keyboard. After you adjust a component, you can then lock it so that it can't change any more.

Move:
1. Select component
2. Use mouse to drag the component or use arrow keys to adjust the component to the proper place.
Lock:
1. Select the component you're going to lock
2. Right click your mouse and choose *Lock* from the popup menu to lock that component. If

you want unlock it, just click *Lock* again.

Layout

You can draw and lay out component by the layout tools in Toolbar. For more information, see *Layout Toolbar*.

Group

You can set several components into a group so that they're like one component when you operate them. For example, there are a series of buttons created on Main Window. If you want to select and move them at the same time, you can set them into a group.
When select a group, you can see its x, y, W and H on Properties panel. You can also edit these values. But you're not able to edit any single component in this group. So if you want to edit a certain component in a group, you have to ungroup them first.
You can't add another component to a group. But you can ungroup them and then make a new group.

Create a Group:
1. Select all the components you're going to group like hotspots, radars, etc.
2. Select *Layout>Group* or press *Ctrl+G*.
Ungroup:
1. Select the group you're going to ungroup
2. Select *Layout>Ungroup* or press *Ctrl+Shift+G*.

Import Skin from Skin List into Current Project

When making virtual tour, you can use an existed skin template by importing a skin file to save your time.

To import tour skin, please do the following:
1. Select the desired skin from *Skin* List
2. Double click the skin
3. Click *OK* from the popup window. Then the selected skin is applied to the current project.

Note: When the skin is applied by the current project, some parameters may need to be reset like *Listbox* value.

Add Skin to Skin List from Current Project or Local

You can not only export the tour skin in current project as a skin template but also add the existed skin files from local to Skin List for future use.

Note: Some values will be lost during exporting like text area, combobox, listbox, etc.

⊡ **To export tour skin, please do the following:**
1. Select *File>Export Skin*
2. Type the name for the skin and select the folder for saving the skin in the popup window
3. Click *OK* and the skin in the current project is saved into Skin List.

⊡ **To add skins outside the current project, do the following:**
1. Open *Skin List panel*

2. Click 🔗 under the panel

3. Select the desired skin file which you're going to add into Skin list in the popup window

4. Click *OK* and the selected skin is added into the Skin List

⊡ **You can create folders to organize these skins in the Skin List. Steps:**

1. Open *Skin List panel*

2. Click 📁to create a folder and name the folder like Real Estate

3. Select all the relative skins and press the left key of mouse. Drag mouse to the Real Estate folder and release. Then all these skins are moved into Real Estate folder.

Using Stage

Set Properties for Loading Window

Open *Loading Window* Properties Panel to edit preloading image, background color, import the image or flash and set the progress bar.

You can set properties for *Loading Window* under its properties panel which is as below:
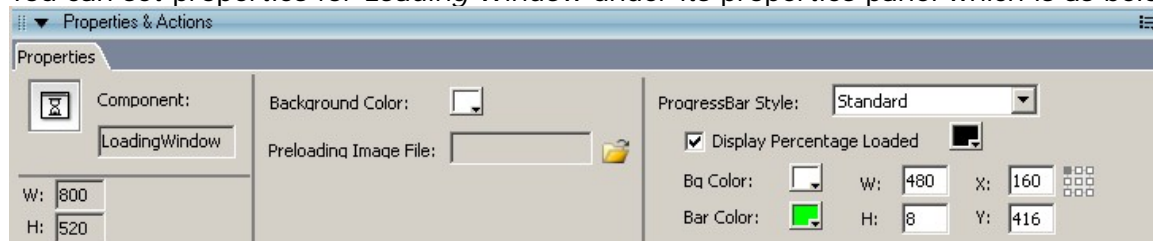
Background color: The background color of Loading Window. Generally the background will not show except when the size of the waiting image is smaller than that of Main Window. Under that circumstance, partial background will be shown.

Preloading Image File: You can set a waiting image which will be displayed before the scenes appear.

The waiting image is the loading image appearing above the processing bar during loading tour. The area for this loading image is in the same size with that of the main window. Tourweaver 4.00 supports not only jpg, bmp and gif, but also flash file such as swf for preloading image.

⭐**Tip:** You can set it in Advanced Settings.

💡 **Note:** This feature is only for Tourweaver 4.00 Professional edition. In Standard edition, only Easypano logo is used.

ProgressBar Style (Pro only): To set the style of the progress bar among *None, Standard* and *Custom*.

▶ Select *None*. The progress bar won't appear in Loading Window.

▶ Select *Standard*. You could set the registration point 🔲 (refer to Change Size and Appearance of Map Viewer) of the progress bar that the application can use to position it ensuring consistent alignment. Meanwhile, you could also set the text color for the standard progress bar.

▶ Select *Custom*. You could import a customized SWF file, displaying the percentage loaded of a tour.

Set Properties for Main Window

You can set properties for *Main Window* under its properties panel which is as below:
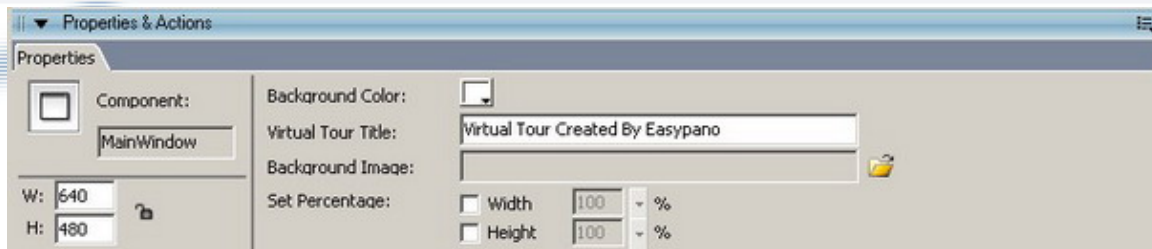
Set Percentage (Pro only): To set the width/height of main window as the specified percentage of the browser window width/height.

- ▶ If selected, you can set the width/height of the main window to be a percentage of the browser window's so that the main window adjusts according to what the size of the browser window is. Meantime, the registration point of component and the width/height percentage of *Scene Viewer* can be set when selected.
- ▶ If not selected, the width/height of main window is set to be a fixed number of pixels so that the main window is always the same size regardless of which browser it appears in. Besides, the registration point of component and the width/height percentage of *Scene Viewer* can't be set accordingly when not selected.

Width/Height (Pro only): To set whether to appear as the specified percentage of the browser window width/height and specify the percentage.

Add Scene Viewer

Scene viewer is the component to play scenes or movies. After you place scene viewer onto Main Window, you can edit scene and record movie by it visually. In one virtual tour, there is only one scene viewer. Only you add scene viewer to tour, you can then see multiple scenes and movies when running tour.

How to add scene viewer:
1. Click *Scene Viewer* in *Toolbox*
2. Click the blank part of Main Window to place the component

Note: On Main Window, you can only add one scene viewer.

Change the Size and Appearance of Scene Viewer

After you add scene viewer onto Main Window, you can then edit its size and appearance under its Properties panel which is shown as below:

Main properties:
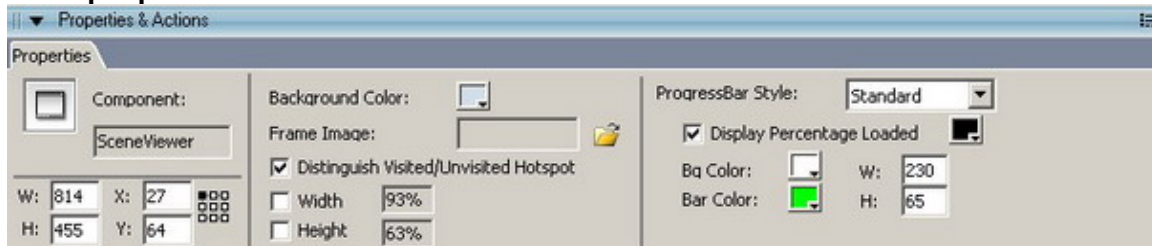
Coordinate Grid (Pro only): Refer to Change Size and Appearance of Map Viewer>How to anchor Map Viewer on the Main Window?
Background color: The background color of scene viewer. Generally the background will not show except when the scene is a still image and it's shown by Best Fit. Under that circumstance, partial viewer background will be shown.

Frame Image: The foreground image of scene viewer. For example, you can add an image with buttons designed on it as a frame image of scene viewer. So you may add button component with transparent appearance onto the image. Or you can add foreground image to scene viewer when you want the viewer shown irregularly.

Width/Height (Pro only): In the Width or Height field, specify the width/height of scene viewer as a percentage of the Main Window.

Tip: If selected, the percentage will display in the field automatically. If you want to change the percentage, adjust the W/H values in the panel, and then the percentage will be changed accordingly.

Note: The options are enabled only when Set Percentage option is selected in Main Window.

ProgressBar Style (Pro only): Refer to Loading Window.

Distinguish Visited/Unvisited Hotspot (Pro only): Refer to Change Size and Appearance of Map Viewer.

How to change size and appearance of Scene Viewer:
1. Select *Scene viewer* on Main Window.
2. Modify the relative properties under the *Properties* panel of viewer.

Add/Delete Scene

The supported formats include JPG, BMP and GIF.
Add scene:
1. Go to *List* panel>*Scene* tag and click
2. Select the scene type from scene list like *Add Spherical*.
3. Choose the right file from the file choosing window
4. Click *OK*
Delete scene:
1. Go to *List* panel>*Scene* tag and click on the scene you want to remove
2. Click or press *Delete* key to remove the scene

Change the Sequence of Scenes

How to change the sequence of scenes
1. Go to *List* panel>*Scene* tag and click the scene you want to adjust
2. Click and the scene will move one step upwards; click and the scene will move one step downwards.

Tips: You can also select the scene and keep pressing your mouse and drag the scene to the place where you want it to be.

Note: The change of scene sequence will affect *SlideShow*.

Set Scene Properties

How to set scene properties:
1. Go to *Lise* panel>*Map* tag and click the scene you're going to edit
2. Open *Properties* panel and edit the relative properties of that scene

Tip: To improve your efficiency, select the same type of components (Scene, Map, Button, Thumbnail, ListBox, ComboBox, Text, Image, TextArea, Hotspot, Radar, Flash or

Video) and edit their common properties, refer to the following example:

► Select multiple scenes and the properties panel appears as below, edit the common properties of the scenes, like *Scene Type, Speed, Transition Effect, Duration, Sound, Loop, Pan/Tilt/FOV, Size Mode, X/Y/Zoom Level, Map* or *Panfov:*

1. Drag your mouse to select multiple scenes.

2. Set the common properties of these scenes in the properties panel. Many properties are editable.
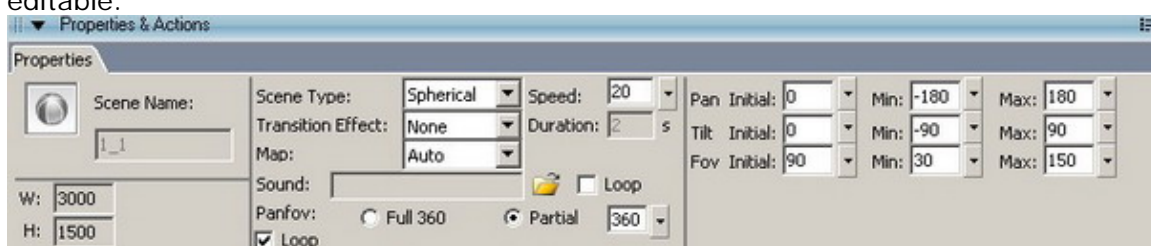
► Also, you could select different types of components and edit their common properties if there are any. See below:

1. Drag your mouse to select ListBox and ComboBox on the Main Window.
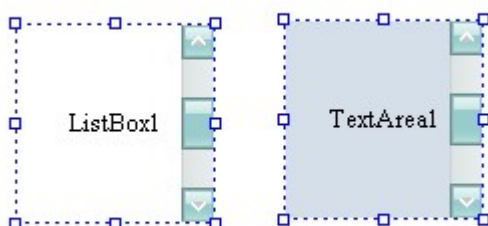
2. Set the common properties of the two components in the properties panel below, only W/H is editable.

- 42 -
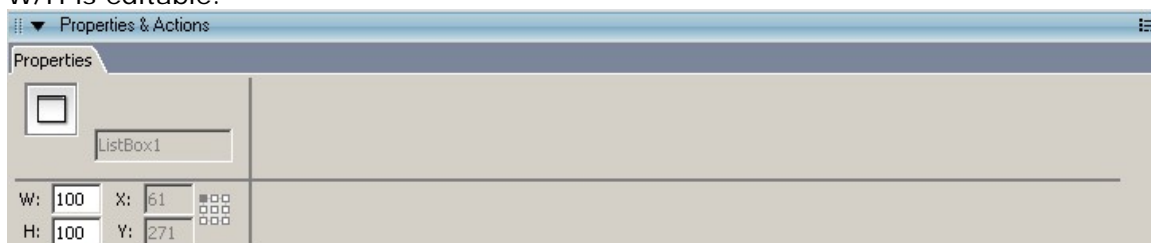
Spherical Panorama

The Properties panel of spherical panorama is shown as below:
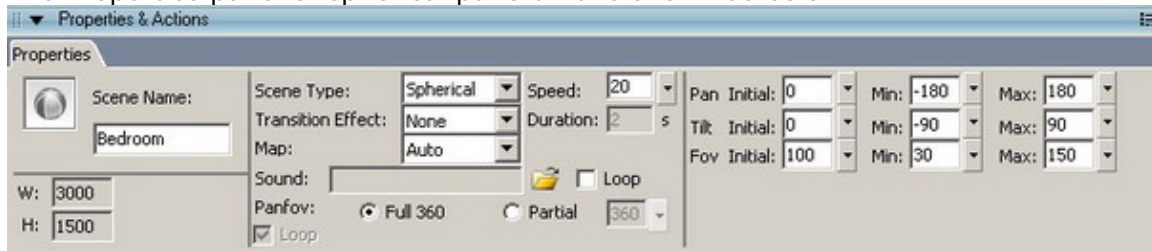
Scene Name: The name of the scene.

Scene Type: The type of the scene. Scene viewer will change the method to run according to different scene types. In Tourweaver 4.00, these types are supported: Spherical, Cylindrical, Still Image, Kaidan Oneshot, 0-360 OneShot, Remote Reality OneShot and Single fisheye.

Transition Effect: You can set the transition effect when one scene switches to another. There are six options: None, Fade in & Fade out, Blinds, Circles, Spin and Slide. The default value is set to *Fade in & Fade out*. If you choose *None*, then there will be no transition effect. When *Fade in & Fade out* is applied, the current scene will fade in and the next scene fades out. If *Blinds* is applied, the new scene will replace the current one like blinds.

Transition Duration: It's the period used for one scene switching to another. The range is from 1 to 20 seconds. The initial value is 2.

Map: The map which this scene is on. When the scene is played in scene viewer, then this map will be shown in Map viewer. You can choose Auto or the specified one of all. When you choose Auto, the map for this scene is decided by which map the radar is on. When you choose specified map of all, if the radar is not on this specified one, then the panorama properties can't refer to this scene.

Auto Rotating Speed: To set the rotating speed of panoramic scene. The range is from -100 to 100. Negative value means the panorama rotates by anti-clockwise. The initial value is 20.

Sound: To set sound for scene. If you've set sound for scene, when scene viewer plays this scene, the sound will run. If Loop is selected, the sound will be always repeated. And Loop is selected as default.

Panfov: If the panoramic image is not 360 degree in horizontal direction, you can select this radio button *Partial* and input the pan value of the panoramic image. If **Loop (Pro only)** option is ticked with *Partial* option ticked as well, the scene will automatically play back and forth (Circle play from left to right and then from right to left) when clicking on the single scene and keep looping. Playing from left to right and then right to left is regarded as one circle.

Initial, Min, Max: You can control the initial angle of view and the scope of view by setting the Initial, Min and Max value of *Pan, Tilt* and *FOV*.

Note: When you first select a movie as default for tour, then any change of Pan, Tilt and FOV will not affect the movie.

Cylindrical Panorama

Please refer to *Spherical Panorama*.

Kaidan One Shot

The properties panel of Kaidan OneShot is shown as below:
Main Properties:

vFOV above HRZ: The FOV above the horizontal line.
Loop: Refer to Spherical Panorama.

0-360 One Shot

Please refer to *Kaidan One Shot*.

Remote Reality One Shot

Please refer to *Kaidan One Shot*

Still Image

The properties panel of still image is shown as below:
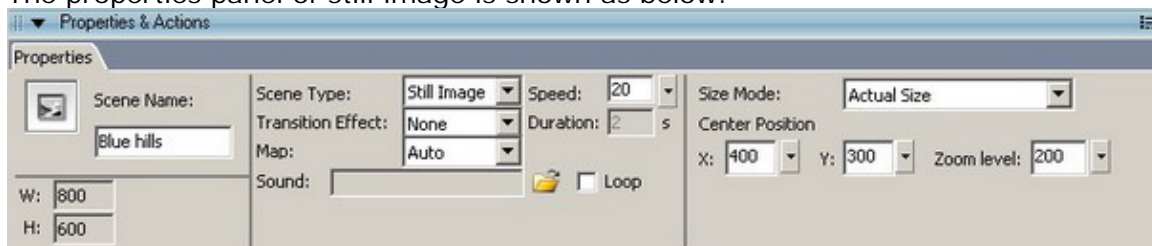
Size Mode: To set the display way of still image in scene viewer. There are two options including *Best Fit* and *Actual Size*. *Actual Size* is set as default.
Best Fit: Keep the original image proportion. Zoom in/out the image depending on the size of scene viewer.
Actual Size: Display the image by its original size in scene viewer.
Center Position X/Y: Set X, Y value for still image in the center of scene viewer.

Single Fisheye

Please refer to *Spherical Panorama*

Add Hotspot

To make virtual tour more interactive, you can add multiple hotspots on scene. For example, if you want to associate different scenes more closely, then you can add several hotspots linking to other scenes. What's more, you can also add hotspot to link to a popup image by adding *pop up image* action to it. You can find this action in *Misc*, see *Pop up Image* in *Misc*.

Tips: To add hotspot on scene, please double click the scene viewer. There are two views when adding hotspot, *Flat* and *Immersive*. After you adjust the hotspot under Flat view, you can switch to Immersive view to have a preview of the effect. What's more, you can also adjust the initial value of pan, tilt and FOV of the panorama in *Immersive* view with a WYSIWYG effect.

Hotspots can also be added to maps, see Add Hotspot to Map.

Add Map Viewer

Map viewer is the component to play maps.

How to add Map Viewer:
1. Click *Map Viewer* in Toolbox
2. Click the blank part of Main Window to place the component

Note: On MainWindow, you can only add one map viewer.

Change Size and Appearance of Map Viewer

After you add map viewer onto Main Window, you can then edit its size and appearance under its Properties panel which is shown as below:

Main Properties:
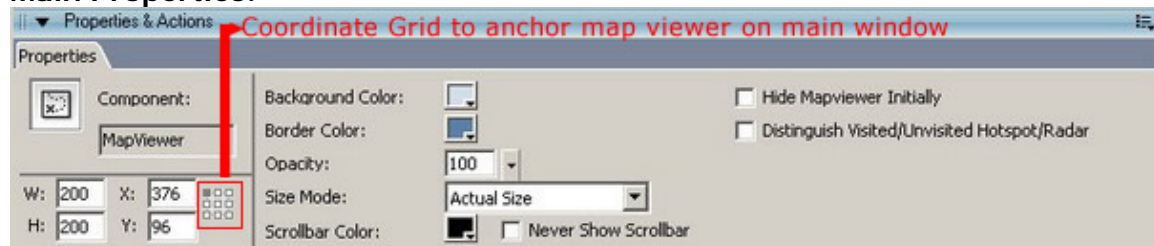
Coordinate Grid (Pro only): To anchor map viewer at a specified position on the Main Window.
When the width and height of main window is set as the specified percentage of the browser window width/height, you could anchor map viewer by setting the location of it to make sure that map viewer stays in the same relative position when the main window width and height change.
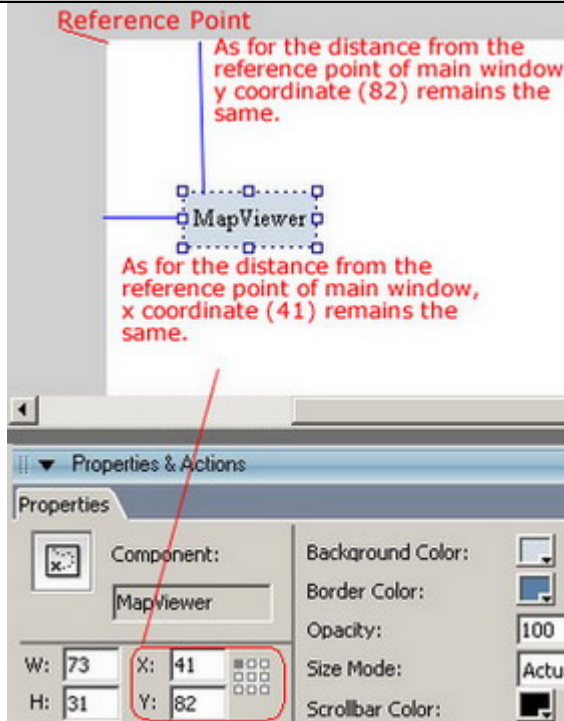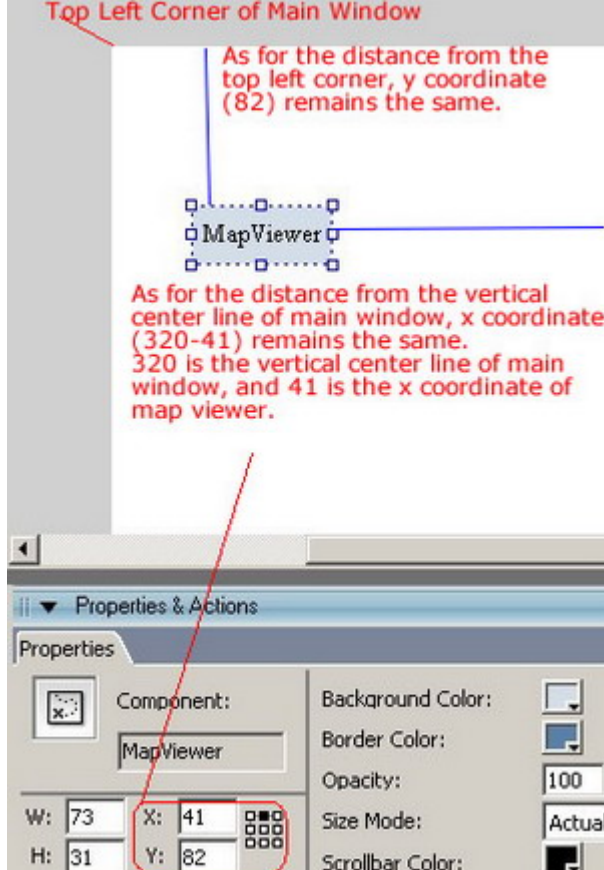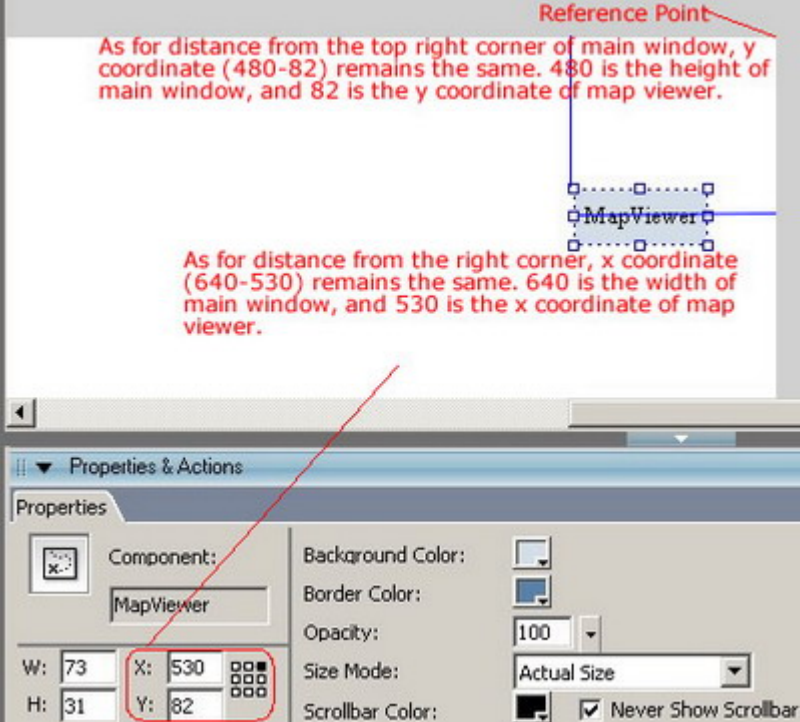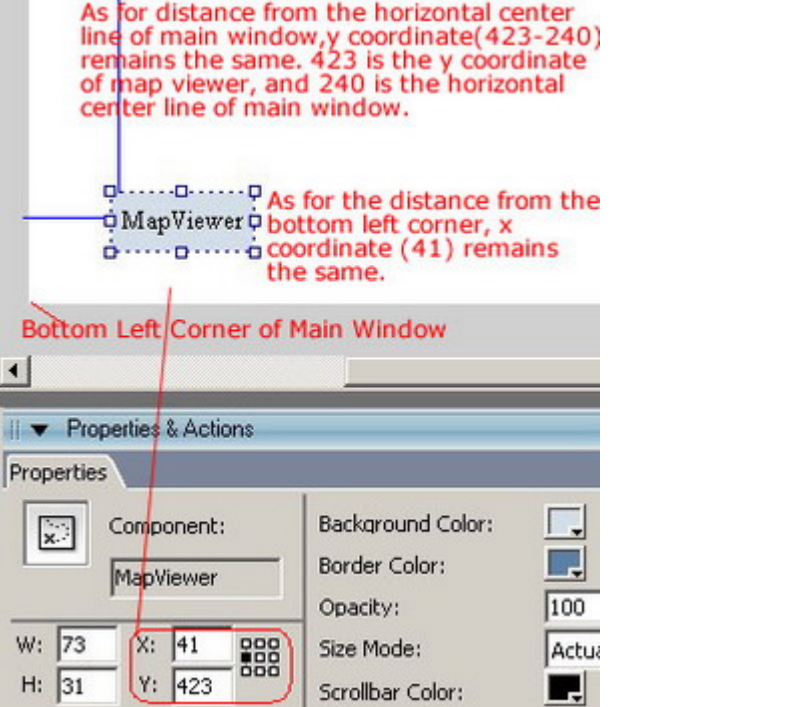
Tip: How to anchor Map Viewer on the Main Window?
In the Coordinate Grid, verify that one of the squares in the grid is selected as the reference point.
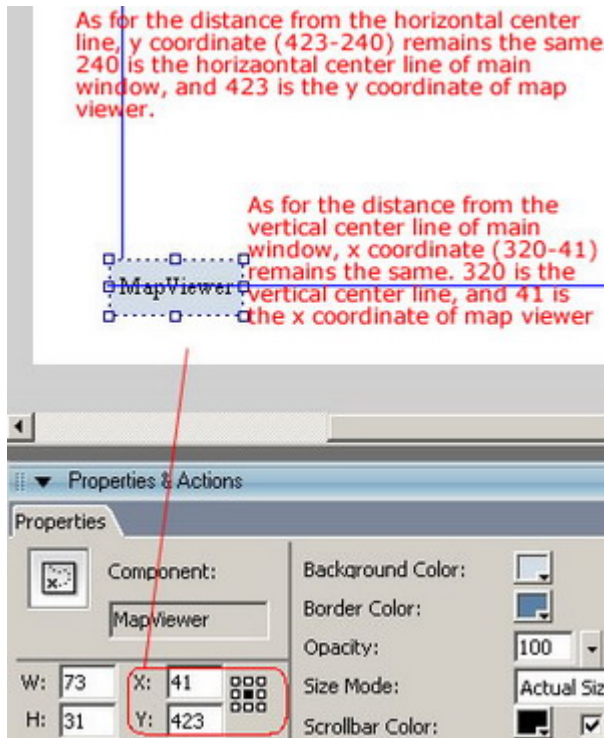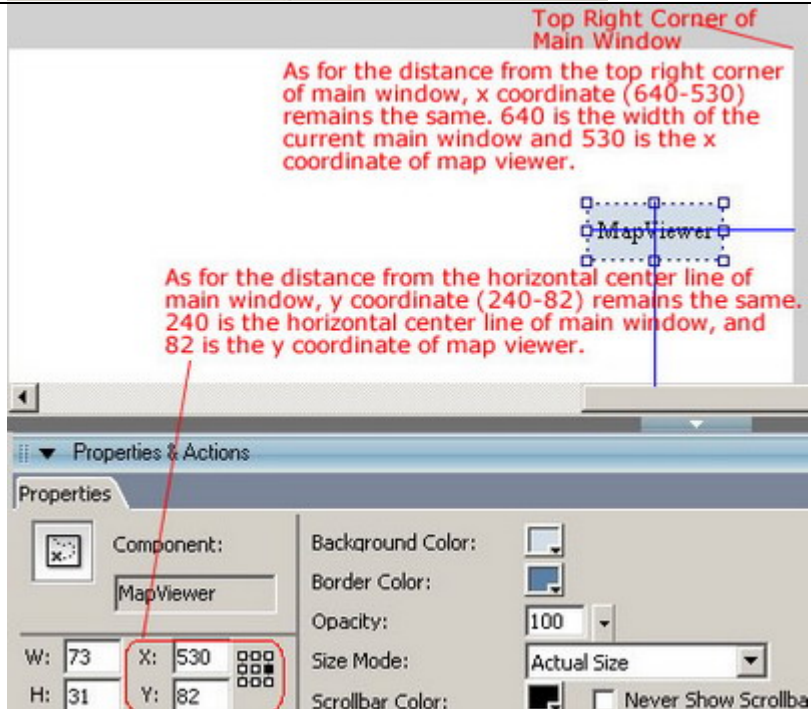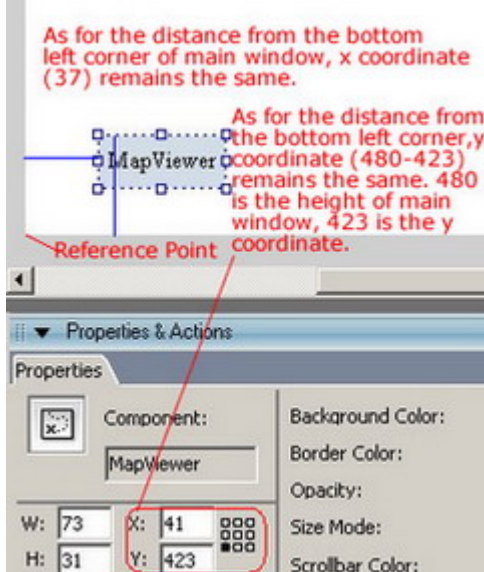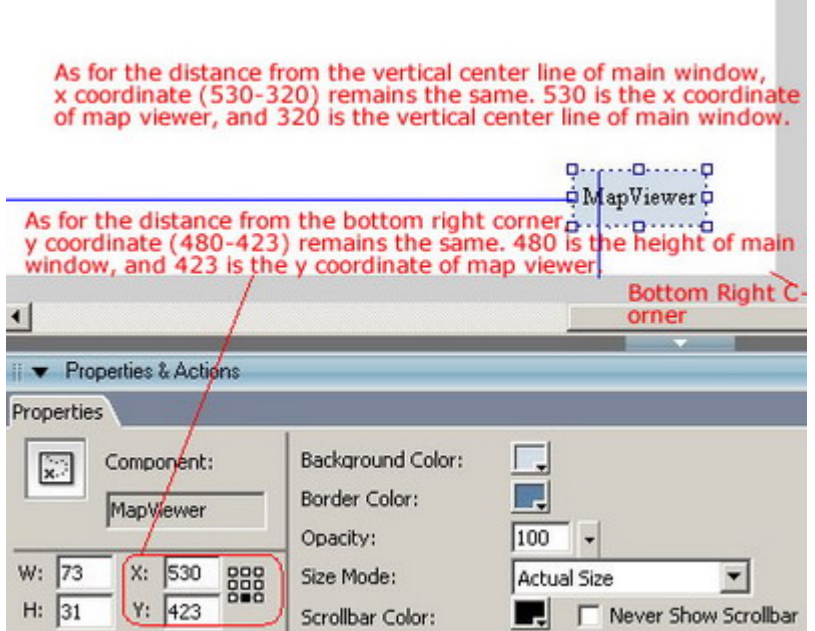
For instance, click the upper-left square in the coordinate grid to select it. The selected square becomes black. When the upper-left square is selected, the X and Y values to the left of the coordinate grid display the location of the upper-left corner of the current selection, relative to the upper-left corner of the Main Window.
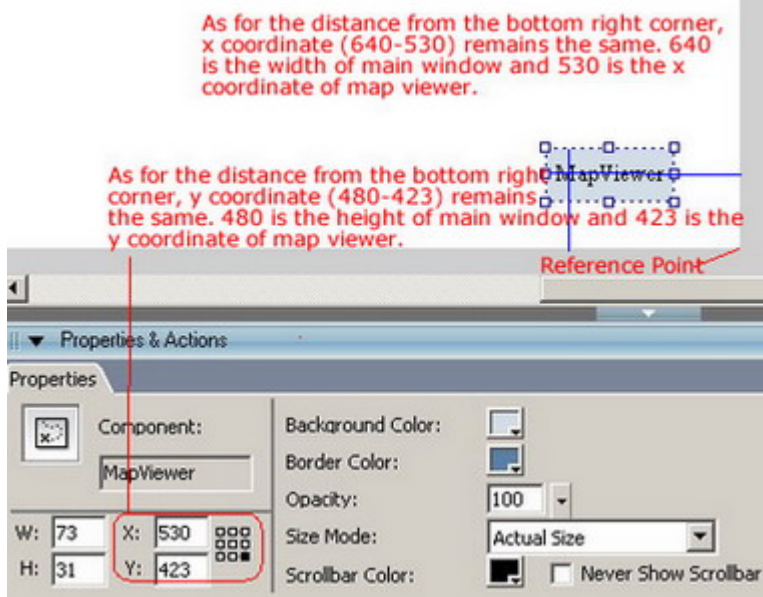
By default, the upper-left square ⊞ in the coordinate grid in the properties panel is selected. Nine position options are available, see below:

Location	Description	Sample
⊞	**Top Left** Take the top left corner of the main window as a reference point, and keep x,y coordinates in the same relative position to the top left corner of Main Window.	
⊞	**Top Center** X coordinate takes the horizontal center line of main window as a reference point, and stays in the same relative position. Y coordinate takes 0 as the reference point and stays in the same relative position.	

🔳	**Top Right** Take the top right corner of the main window as a reference point, and keep x,y coordinates in the same relative position to the top right corner of Main Window.	
🔳	**Left Center** Y coordinate takes the vertical center line of main window as a reference point, and stays in the same relative position. X coordinate takes 0 as the reference point and stays in the same relative position.	

⊞	**Center** Take the center of the main window as a reference point, and keep x,y coordinates in the same relative position to the center of Main Window.	
⊞	**Right Center** Y coordinate takes the vertical center line of main window as a reference point, and stays in the same relative position. X coordinate takes the width of main window as reference point and stays in the same relative position.	

⊞	**Bottom Left** Take the bottom left corner of the main window as a reference point, and keep x,y coordinates in the same relative position to the bottom left corner.	
⊞	**Bottom Center** X coordinate takes the horizontal center line of main window as a reference point, and stays in the same relative position. Y coordinate takes the height of main window as reference point and stays in the same relative position.	

| | **Bottom Right**
Take the bottom right corner of the main window as a reference point, and keep x,y coordinates in the same relative position to the bottom right corner. | |

Background Color: Transparent color is supported.

Hide MapViewer Initially: To set whether to hide MapViewer initially.

Distinguish Visited/Unvisited Hotspot/Radar (Pro only): To set whether to distinguish the visited and unvisited hotspot/radar. If selected, a hotspot will display as the third-state image of the hotspot when visited or clicked. It will display as normal if not selected.

How to change size and appearance:

1. Select *Map viewer* on Main Window

2. Modify the relative properties under its properties panel. For more details, please refer to Change Size and Appearance of Scene Viewer.

Add or Delete Map

The supported formats include JPG, BMP and GIF.

Add map

1. Go to *List* panel>*Map* tag and click

2. Choose the right image you want to add as a map from image choosing window

3. Click *OK*

Delete map

1. Go to *List* panel>*Map* tag and click the map which you want to remove from map list

2. Then click 🗑 or press the *Delete* key to remove that map

Note: In Standard edition, you are limited to adding one map.

Replace Map

How to replace map

1. Go to *List* panel>*Map* tag and click the map you want to replace

2. Right click your mouse and choose *Replace* from popup menu

3. Choose the right image you want to use to replace the original one from the dialogue box
4. Click *OK*. Then the original image is replaced with the new one. But the map name will remain.

Note: In case the old map and the new one are not in the same size, then the location of hotspots and radar on it may change. Hence, you should have some tiny adjustment.

Set Map Properties

How to set map properties:
1. Go to *List* panel>*Map* tag and click the map you're going to make settings
2. Then open *Properties* panel and edit the relative properties of that map

Main Properties of Map:
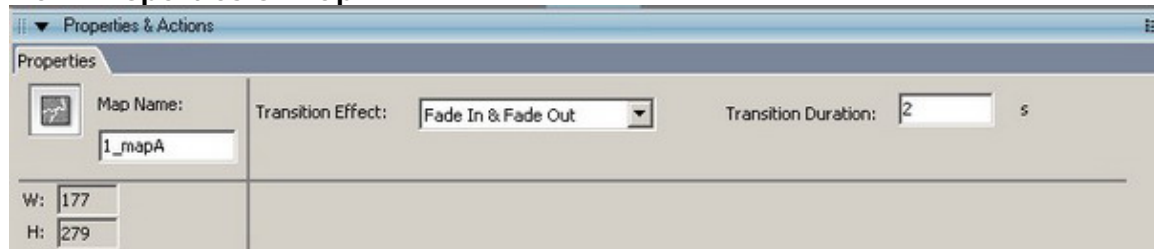
Transition Effect: You can set the transition effect when one map switches to another. There are three options: *None, Fade in & Fade out, Blinds* and *Zoom in*. The default value is set to Fade in & Fade out. If you choose *None,* then there will be no transition effect. When Fade in & Fade out is applied, the current map will fade in and the next map fades out. If Blinds is applied, the new map will replace the current one like blinds.
Transition Duration: It's the period used for one map switching to another. The range is from 1 to 20 seconds. The initial value is 2.

Add Hotspot/Radar

Hotspot is the area defined in an image possessing an acting link. You can add hotspot to scene or map, and add hyperlink or multiple actions to it. When this hotspot is clicked, these actions on it will be run automatically like switching to other images, running sound, linking to certain URL, or executing other operations provided in the software.

Radar is actually a hotspot which contains a specified action to indicate the position and direction of the panorama in map. You can add hotspot to scene; or add hotspot/radar to map.

Hotspot Properties panel is shown as below:

Color: Tourweaver 4.00 provides a default style for three states hotspot. So if you set a certain color for hotspot, there will be three states of this hotspot generated automatically. For example, if you've set '00FF00' as the hotspot color, then the three states of this hotspot are as below:

Hotspot on Scene			Hotspot on Map		
Normal	Over	Down	Normal	Over	Down

Image: You can also customize the hotspot image by importing three images for the three states of the hotspot. Each hotspot possesses three states including normal state, over state and down state. When you select xx_1.jpg as the image for normal state, the program will search xx_2.jpg and xx_3.jpg in the same folder automatically. And add them as the images of over state and down state. Therefore you may use the same prename for the three state images like xx_1.jpg, xx_2.jpg and xx_3.jpg to save your time when importing them.

Hint: The text will be the scene name which is linked to as default. But you can replace it by your own. You can also set font, size and color for the text. What's more, the hints will change if you change the relative scene which is linked to.

Type: You can define hotspot type like scene hotspot, sound hotspot, etc. You can show or hide a certain type of hotspot by using "Show/Hide Hotspot".

Text: If you want to get a text hotspot or a text-image hotspot, please type the text here. You can also set font, size, align, etc for the text.

TextAlign: Set align style for hotspot.

Note: When you apply a text-image hotspot, you can adjust their positions by

TextAlign under Properties panel:

Correlative Scene: After you add Link to Scene action to hotspot, the relative scene name will be shown here.

Wordwrap: If selected, there will be multiple lines.

Zoom in Scale with FOV: Hotspot can automatically zoom with the same scale FOV is zoomed to.

What is Action

Action is one property of a component. It's an event which will be triggered when the component is clicked. You can add actions to these components: Image, Text, Button and Hotspot. Actions can be classified into several groups: *Action for Scene & Movie, Action for Sound, Misc, Action for Window,* and *Action for Map*. Regarding how to add action to component, please refer to *Set Button Action*.

Multiple Actions are supported (Pro only):
- As to three action groups-*Scene & Movie, Sound and Map*, only one action can be added at most from each action group, that means three actions could be added to one component at one time, each action belonging to one of the three groups.
- As to the action group *Misc* and *Window,* multiple actions from the same group can be added to one component.

Action for Scene & Movie

Actions for scene are listed as below:

Item	Description
Link to scene	Link to a specified scene. When adding this action, a setting window will pop up. You can choose the right scene you want to switch to, transition effect and transition duration. For more, please refer to *Link to other scene*.
Left	To turn left at the scene automatically. As to detailed operations, please refer to *Set Button Action*
Right	To turn right at the scene automatically. Operations ditto.
Up	To move upwards at the scene automatically. Operations ditto.
Down	To move downwards at the scene automatically. Operations ditto.
Zoom in	To zoom in the scene. Operations ditto.
Zoom out	To zoom out the scene. Operations ditto.
Forward	Go to the next route of the current scene. Operations ditto.
Backward	Go to the previous route of the current scene. Operations ditto.
Previous scene	Go to the previous scene. Operations ditto.
Next scene	Go to the next scene. Operations ditto.
Stop	To stop the auto-rotation.
Reset	Reset the scene to its initial position.

Actions for movie are listed as below:
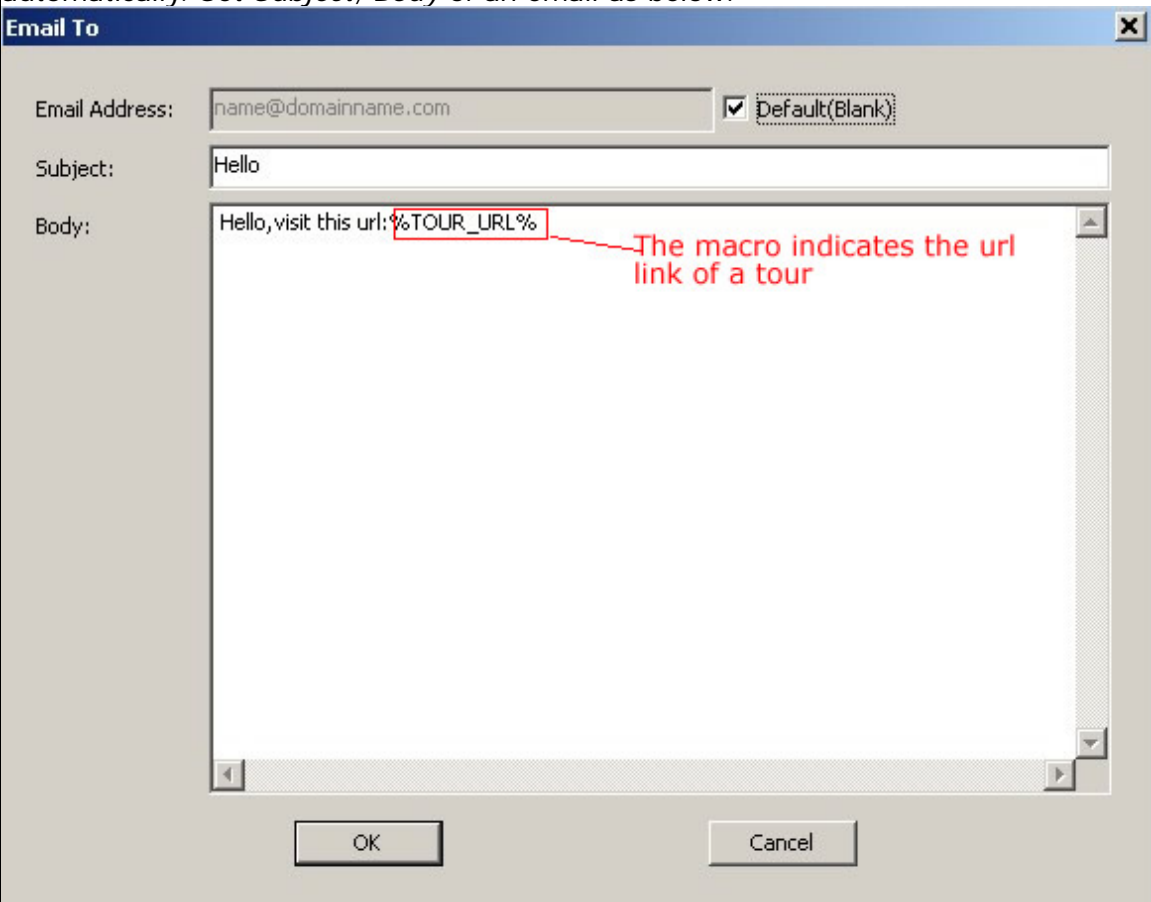
Item	Description
Play/Pause Movie	This is a toggle action. When it's triggered, it will switch between full screen and revert. For example, you add this action to a button. If the viewer is running tour, after you click this button, the tour movie will be paused; again click the button, the tour movie continues.
Stop Movie	To stop running movie.

Action for Sound

Actions for sound are listed as below:

Item	Description
Mute/Sound	This action features a toggle property. Stop or play sound. If the sound is running, then when this action is triggered, the sound will be stopped. Otherwise, the sound will be continued.
Play sound	When this action is triggered, the specified sound will be run.

Misc

Actions for misc are listed as below:

Item	Description
Pop up Image	To link to a specified image or flash in a popup window. For more, please refer to *link to other image*.
Link URL	To link to a certain URL. Refer to *set text action*. You can also let the link refer to a certain iframe of the webpage by defining the right frame name. For example, you want a button to link to a certain iframe named 'rtop' in an html page. You can first add a button to tour skin and go to its action panel. Add *link URL* to it and make setting as following:

Show Help	To pop up a webpage introducing Easypano Viewer. There are also copyright declaration, help manual and link for downloading viewer in the webpage.
Email To	To send an email to a specified recipient. When this action is triggered, the default email client will pop up. The current virtual tour URL could be typed into the email automatically. Set *Subject, Body* of an email as below: 💡 **Note:** *Subject, Body* settings only available in **pro edition**.
Print Page	To print the current scene. When triggered, the system print setting window pops up.
Show/Hide Hotspot	To show or hide a certain type of hotspots or all types of hotspots. This is an action with toggle effect. For example, you add this action to a button. If a certain type of hotspots is shown, then after you click this button, these hotspots will be hidden; another click on the button will again show these hotspots then.
Execute Script	To execute JavaScript. For example, add a button to the tour skin. Then go to its action panel and add the action *execute script.* Then type the following code: javascript: window.open("http://www.easypano.com"). When running the tour, click this button.

The html referring to http://www.easypano.com will be opened.
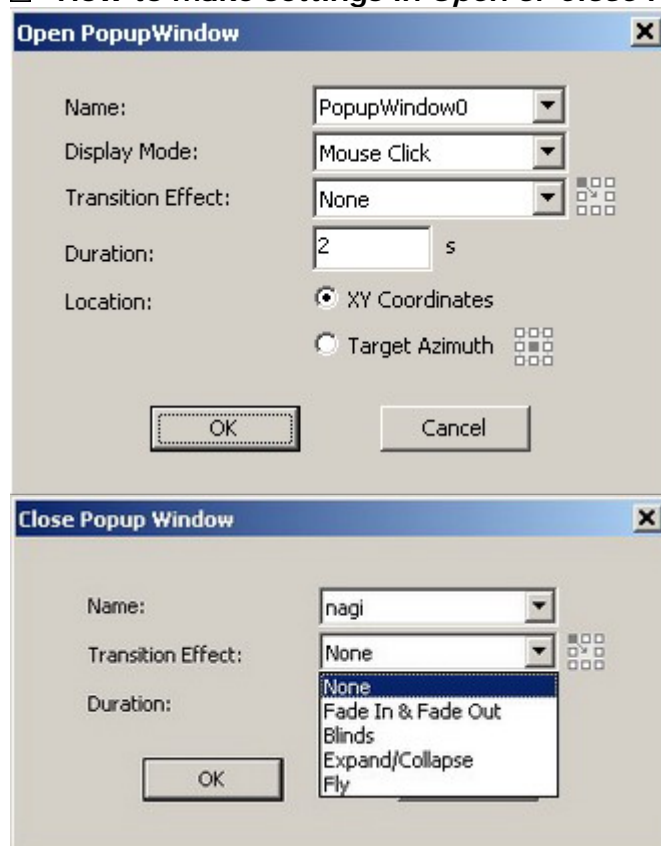
Note: only standard JavaScript functions can be recognized.

Action for Window

Actions for window are listed as below:

Item	Description
Full screen	To switch from full screen or the original size. It works to Scene Viewer and Map Viewer.
Close window	To close window
Open PopupWindow	To open the specified popup window and set the display effect.
Show/Hide PopupWindow	To show or hide popup window. This is an action with toggle effect. For example, you add this action to a button. After you click this button, the popup window will be hidden; another click on the button will again show the popup window.
Close PopupWindow	To close the current or specified popup window.

⊡ **How to make settings in *Open or Close Popupwindow* dialog box?**

Name: To specify a certain popup window listed in *List>PopupWindow*.
Transition Effects: The transition effect when switching to a popup window.
- Fly transition **(Pro only)**: Slides a popup window in/out from a specified direction.
- Expand/Collapse **(Pro only)**: Toggle between expanding and collapsing at a

specified position by clicking.

If Fly or Expand/Collapse is selected, ⊞ becomes active, which indicates a starting position of popup window:

⊞	Top Left
⊞	Top Center
⊞	Top Right
⊞	Left Center
⊞	Right Center
⊞	Bottom Left
⊞	Bottom Center
⊞	Bottom Right

Duration: The period for switching to a popup window. The default value is 2s. And the range is from 1s to 20s.

Location: To set the display position of a popup window.

▶ **XY Coordinates:** The XY coordinates of the popup window.

▶ **Target Azimuth:** To specify the popup position in the main window. Nine position options are available (⊞, ⊞, ⊞, ⊞, ⊞, ⊞, ⊞, ⊞, ⊞). For example, click on the top left corner of the grid ⊞, the popup window will appear on the top left corner of the main window when opening it.

Action for Map

Actions for Map are listed as below:

Item	Description
Link to map	To link to the specified map in Map viewer. For example, if you're using two different maps in one tour, you can add two tab buttons above the map viewer. For each button, add *link to map* action to it so that the two buttons can refer to the two maps.
Left	To turn left at the map
Right	To turn right at the map
Up	To move upwards at the map.
Down	To move downwards at the map
Zoom in	To zoom in the map in map viewer.
Zoom out	To zoom out the map in map viewer.

Add Button

Button is the component to control running of scene and map. For example, you can use a button to control the left turning or right turning of scene.

How to add button:

1. Click *Button* from Toolbox

2. Click the blank part of Main Window to place the button

Set Button Properties

You can set button properties by its properties panel.

Coordinate Grid (Pro only): Refer to Change Size and Appearance of Map Viewer>How to anchor Map Viewer on the Main Window?

Color: Tourweaver 4.00 provides default style for three states Button. You will only need to set button color to get a button with three states which are shown below:

Image: You can also customize the button appearance by importing three images for the three states of the button. Each button possesses three states including normal state, over state and down state. When you select xx_1.jpg as the image for normal state, the program will search xx_2.jpg and xx_3.jpg in the same folder automatically; and add them as the images of over state and down state. Therefore you may use the same prename for the three state images like xx_1.jpg, xx_2.jpg and xx_3.jpg to save your time when importing them.

Note: If you only want to show a button area, please don't import any images.

Style: In Tourweaver 4.00, there are three kinds of buttons: Normal, Toggle button and Tab buttons. When you add a button, you should select the right type for it by this item. If you choose Tab button, there would be a group button appearing in the setting window. You are required to select the relevant button group for this tab button. The following is the detailed description for Toggle button and Tab button.

Hint: If you want some hints to appear when putting mouse over the button, you can input the tips here; and you can also customize font, size, Background Color, Border Color, align, Word Wrap etc in the popup dialog box as below:
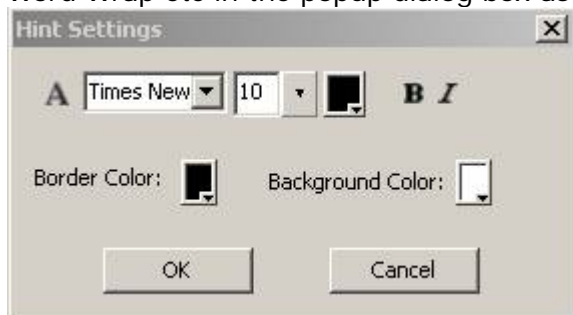
Button with hint:
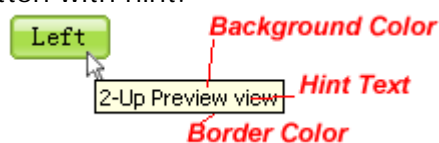
Item	Description
Font	Set font, size, color, bold and italic of Tooltips
Background Color	Set tooltips background color
Border Color	Set tooltips border color

Note: There are two display modes for the button hints in Tourweaver 4.00, displaying randomly when mouse over each button or displaying via TextArea at a fixed position and the button hints in this situation can be all in one TextArea. If you choose the second display mode, then you need to customize font, size, Background Color, Border Color, align, Word Wrap etc. in the *TextArea* properties panel, not in the *Button* properties panel.

Text: If you only want to show text on Button like [Left], please input the text you want to show. You can also customize button by font, size, color, bold, italic, align. Input text in the Text blank.

Opacity: Refer to <u>Set Textarea Properties</u>

Toggle Button

Toggle button contains two states. Each time you click the toggle button, it will switch between the two states. Mute, Play/Pause, Move Map and Show/Hide are all with toggle effect. Take *Play/Pause* button as an example, if the movie is running, then click on this button and movie will be paused. And the button state will switch from pause to play. And another click on this button, the movie will run again and the button state becomes pause.

The movie is running and the button is at pause state.	The movie is paused and the button is at play state.

Tip: These actions like mute, play/pause, move map, show/hide hotspot are all for toggle button.

Tab Button

Tab buttons are a group of buttons which feature tab effect. In one tab button group, only one tab button can be selected and this selected button will be high-lighted. The other buttons in the group are in Normal state. For example, you can use a group of tab buttons to link to multiple maps. When you click one of the maps, the relative tab button which is corresponding to the map will be high-lighted. Then your clients can easily know which map is now running in the Map viewer.

Therefore, when you define a button as a tab button, you have to select a group for it. The setting window is shown as below:
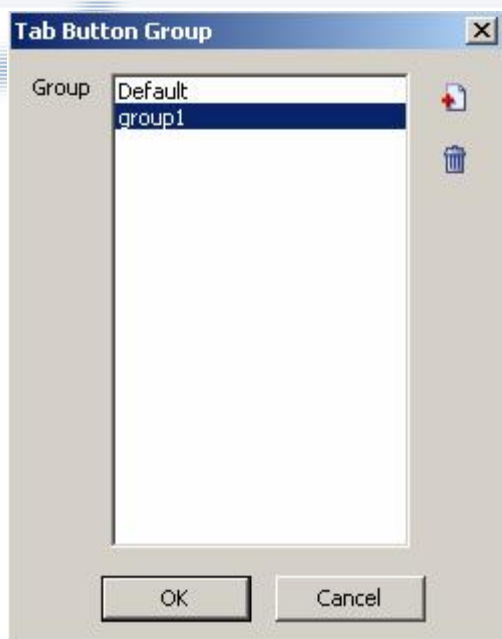
: To add a new tab button group

: To delete a tab button group

These buttons in the same group feature a tab group effect. That is only one button in the group can be selected and high-lighted.

Button *map1* is clicked and Map 1 is shown   Button *map2* is clicked and Map 2 is shown

Set Button Action

After you add a button onto Main Window, you have to add an action to it; otherwise, no event will be triggered when clicking this button.

How to set button action

Select the button on Main Window

1. Click *Action* tag from *Properties and Action* panel
2. Choose *Scene>Left* from action list
3. Click
4. Make relative settings on popup window like *Rotating Speed* (20)
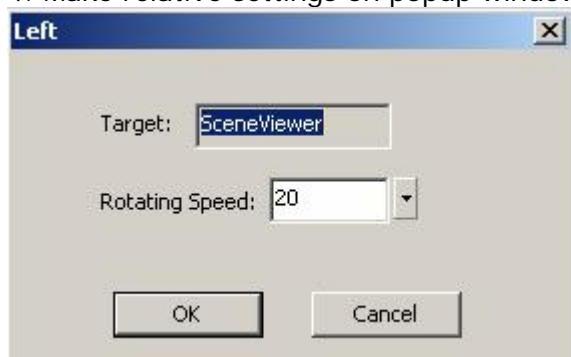
5. Click *OK*. Then an action to turn left is added to this button.

Note: The button in Tourweaver 1.30 carries default action while in Tourweaver 4.00 you have to add action manually to button.

Add Text

If you want some text information like your contact information, some brief introduction of scenes to appear on virtual tour, you can use text component. Tourweaver 4.00 provides Text and TextArea to help you present text on virtual tour.

How to add text
1. Add text, refer to *Text*
2. Add textarea, refer to *TextArea*

Text

Text is the component to show fixed text information on Main Window. Once you decide the text content, then it will remain unchanged on virtual tour. Furthermore, the text content will be exported together with the tour skin. You can add an action to Text like a link to your website.

How to add Text
1. Click *Text* button from Toolbox
2. Place the component by clicking Main Window

Set Text Properties

You can set *Text* properties by its properties panel
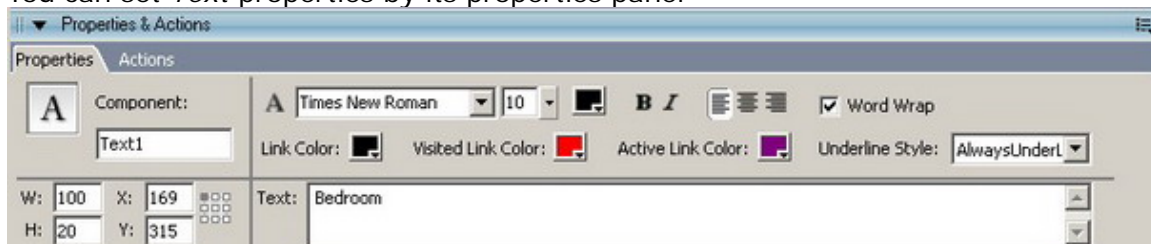
WordWrap: Whether word wrap is allowed. When it's selected, then multiple text lines used; otherwise, single line used.
Link color/ Visited links/ Active links: When an action is added to text, the three states text color (normal, over, down)
Underline Style: The way how the underline is shown. There are three options: *AlwaysUnderline, HoverUnderline* and *NeverUnderline*. If AlwaysUnderline is selected, then the underline will always be shown; if HoverUnderline is selected, the underline will only be shown when mouse over or down; if NeverUnderline is selected, the underline will never be shown.

Tip: Manual input and Return key are supported for font settings. Ctrl+A can be used to select all the text set in Text.

Set Text Action

Set text action is to add a triggered event to Text. For example, you can add a link to certain text.

How to set text action

1. Add a *Text* component to Main Window and select it
2. Choose *Action* tag from *Properties and Action* panel
3. Select *Misc>Link URL* from action list
4. Click ⊞
5. Set relative link on the popup window like http://www.easypano.com
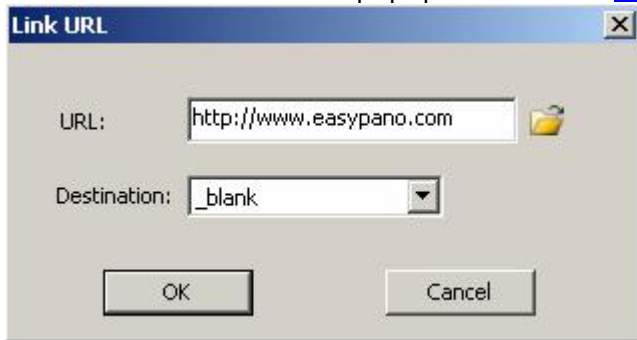
6. Click *OK*

TextArea

TextArea is the component to show text information of scene, map, movie or components like button, hotspot, radar dynamically. For example, when scene1 appears in SceneViewer, the textarea will show brief introduction of scene1; while scene1 switches to scene2, then textarea will also change with it and display the introduction of scene2.

How to add TextArea
1. Click *TextArea* from Toolbox
2. Click Main Window to place this *TextArea* component

The difference between TextArea and Text:
The content in Text component is fixed. Once it is set on Main Window, then it will never change. And it will be exported with the tour skin. While the text content in TextArea is dynamic. It will change with the change of scene, map, movie and components. It can't be exported with tour skin.

Set TextArea Properties

Set *TextArea* properties
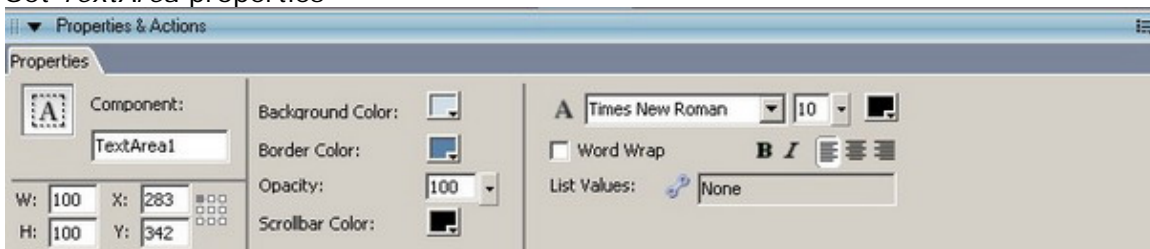
Coordinate Grid (Pro only): Refer to Change Size and Appearance of Map Viewer>How to anchor Map Viewer on the Main Window?
Background color: The background color of textarea
Border color: The border color of textarea
Opacity: Opacity refers to the amount of transparency a layer has. For instance, if a layer's opacity is set to 100%, then that layer is completely opaque (in other words, you can't see through it). If a layer's opacity is set to 50%, then it is see-through, or moderately transparent, and layers behind it can show through. On the other end of the scale, if a layer's opacity is set to 0%, then that layer is completely transparent (that is, invisible).

Align: Left/Center/Right.
List Values: The text which is shown in textarea. Scene/map/movie description and the hints of components like button, hotspot or radars could be shown in textarea.
Source: To show the type of the content, including *None/Scene/Map/Movie/Component Hint.*

Value

What is *value*?
Value is the text or image which is to be shown in *TextArea*. Since the content in TextArea is changed with the change of scene, map, movie or component hints, you should define a source and detailed content for each item by specifying this Value.
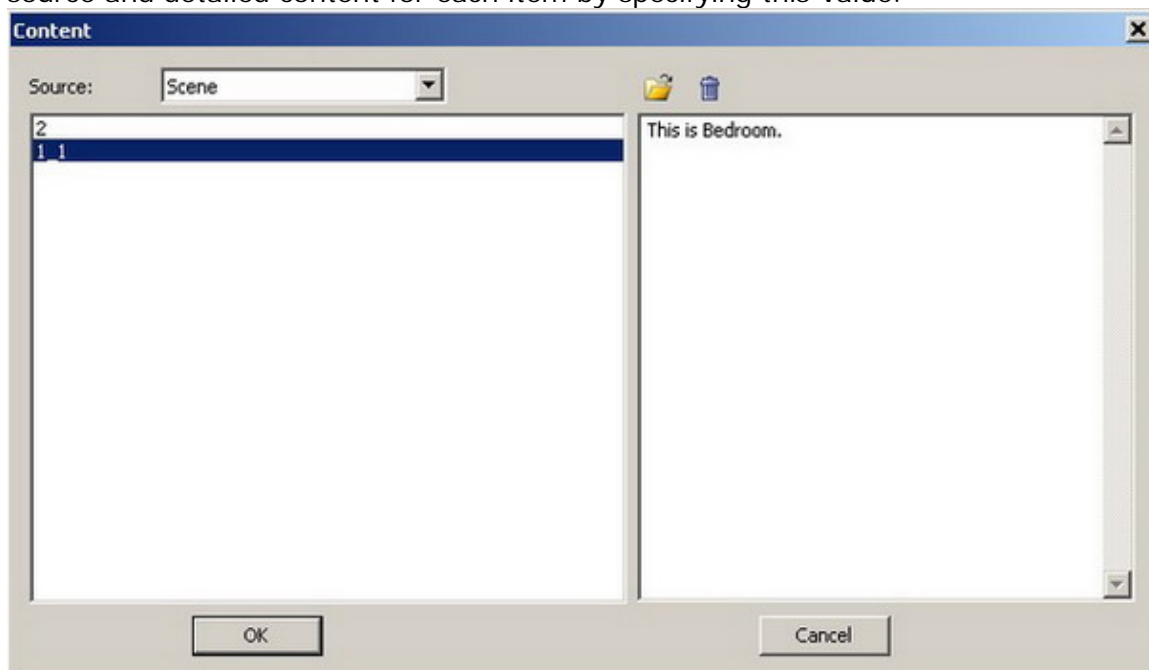
Source: To select the source, for which the Textarea will display the relative content. There are four sources: *None, Scene/Map/Movie* Description,*Component Hint.*

Item	Description
None	When choosing this as the source value, *TextArea* is the same with *Text*.
Scene	The content in TextArea will differ with different scenes.
Map	The content in TextArea will differ with different maps.
Movie	The content in TextArea will differ with different movies.
Component Hint **(Pro only)**	The content in Textarea will differ with different components, like button, hotspot, radar.

⊡　**How to set value**
1. Select *TextArea* on Main Window
2. Click 🖋 from *Properties* panel
3. Choose relative source like *Scene* from *Source* list
4. Select a certain scene image from the list at right side
5. Input text directly in the blank at right side or click 📂 to import text or image file.
6. Click *OK.*

⭐**Tip:** Ctrl+A can be used to select all the text set in TextArea.
⊡　**How to set list values for component hints like button, hotspot or radar**

Take Button for example:
1. Input hints in the properties panel of buttons.
2. Add *TextArea* on Main Window
3. Go to the properties panel of Textarea and customize font, size, align ect. for the hints of button.
4. Click ![icon] from *Properties* panel of textarea.
5. Choose relative source *Component Hint* from *Source* list
6. Select the buttons that you want to display hints in the *Textarea*.
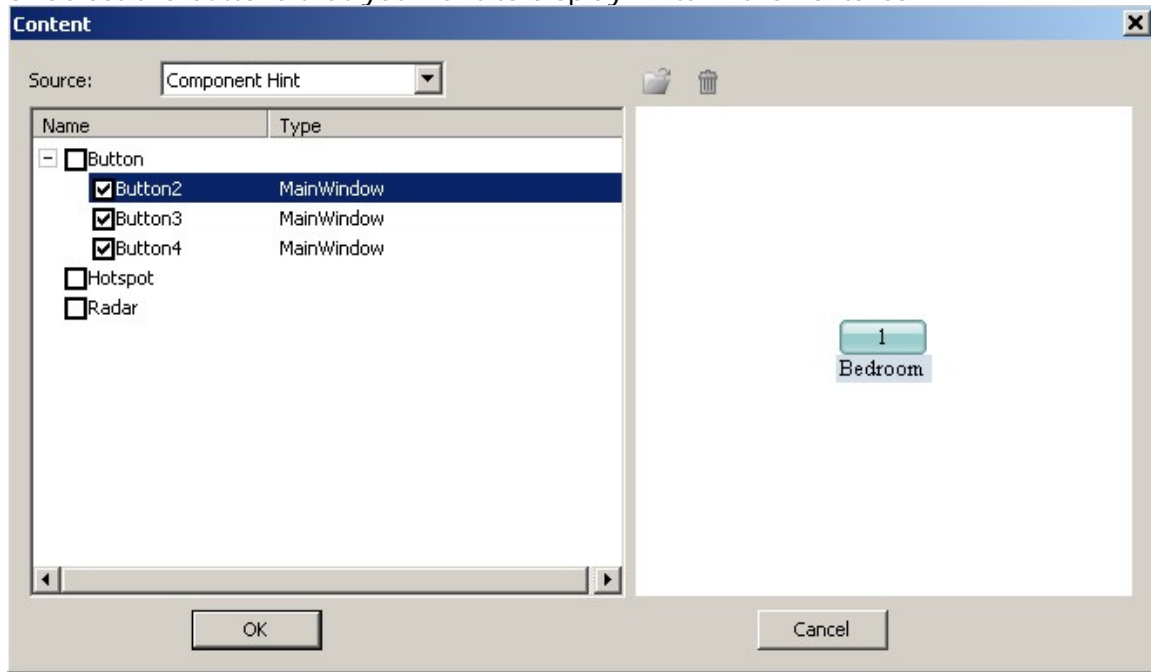
7. Click *OK.*

💡 **Note**: If you have already imported images, then you can't input any text; or if you've input or imported text, then if you import other images, the text will be replaced.

What's more, when the current skin is replaced, the text value in the current TextArea component will be applied to the new TextArea on the new skin.

Add Image

Image is the component to show image information on Main Window and contain customized action. For example, you can put your company logo in virtual tour by the image component. You can also add an action to this image to link to your website; or you may add a thumbnail on Main Window and specify an action to link to this scene.

How to add image:
1. Click *Image* component from Toolbox
2. Click Main Window to place this image component

Set Properties for Image

Set *Image* properties by its properties panel

Coordinate Grid (Pro only): Refer to Change Size and Appearance of Map Viewer>How to anchor Map Viewer on the Main Window?

Source File: Add the image which you want to show for the image component. JPEG, GIF and BMP are all supported.

Size Mode: The size mode at which the image is shown including Auto Size, Actual Size and Best Fit.

Auto Size: The image is shown at its original size

Actual Size: The image is shown with its original size. If Center is selected, the image will be shown in the center of the component; otherwise, the image will be shown at the top left of the component.

Best Fit: The image is shown with the size of the component.

Opacity: Refer to Set Textarea Properties.

Set Action for Image

When you add an image component on Main Window, you can also add an action to the component.
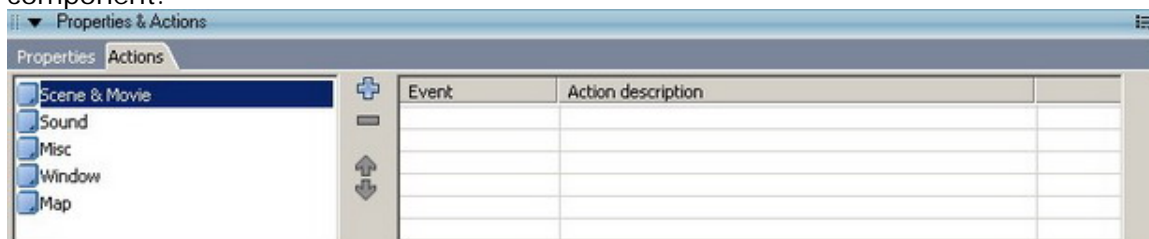
How to set action for image

1. Select the image component which you're going to set on Main Window

2. Choose *Action* tag under *Properties and Action* panel

3. Select *Scene>Link to Scene* from action list

4. Click

5. Make relative settings in the popup setting window like choosing scene1 for *Scene* as shown below:

6. Click *OK*. The action *Link to Scene* is added to the image component.

Add Hotspot/Radar

Hotspot is the area defined in an image possessing an acting link. You can add hotspot to scene or map, and add hyperlink or multiple actions to it. When this hotspot is clicked, these actions on it will be run automatically like switching to other images, running sound, linking to certain URL, or executing other operations provided in the software.

Radar is actually a hotspot which contains a specified action to indicate the position and direction of the panorama in map. You can add hotspot to scene; or add hotspot/radar to map.

Hotspot Properties panel is shown as below:

Color: Tourweaver 4.00 provides a default style for three states hotspot. So if you set a certain color for hotspot, there will be three states of this hotspot generated automatically. For example, if you've set '00FF00' as the hotspot color, then the three states of this hotspot are as below:

Hotspot on Scene			Hotspot on Map		
Normal	Over	Down	Normal	Over	Down

Image: You can also customize the hotspot image by importing three images for the three

states of the hotspot. Each hotspot possesses three states including normal state, over state and down state. When you select xx_1.jpg as the image for normal state, the program will search xx_2.jpg and xx_3.jpg in the same folder automatically. And add them as the images of over state and down state. Therefore you may use the same prename for the three state images like xx_1.jpg, xx_2.jpg and xx_3.jpg to save your time when importing them.

Hint: The text will be the scene name which is linked to as default. But you can replace it by your own. You can also set font, size and color for the text. What's more, the hints will change if you change the relative scene which is linked to.

Background Color

Hint Text

2-Up Preview view

Border Color

Type: You can define hotspot type like scene hotspot, sound hotspot, etc. You can show or hide a certain type of hotspot by using "Show/Hide Hotspot".

Text: If you want to get a text hotspot or a text-image hotspot, please type the text here. You can also set font, size, align, etc for the text.

TextAlign: Set align style for hotspot.

Note: When you apply a text-image hotspot, you can adjust their positions by

Left

TextAlign under Properties panel:

Correlative Scene: After you add Link to Scene action to hotspot, the relative scene name will be shown here.

Wordwrap: If selected, there will be multiple lines.

Zoom in Scale with FOV: Hotspot can automatically zoom with the same scale FOV is zoomed to.

Add Hotspot on Scene

Add hotspot on scene

1. Go to *scene* tag under *List* panel

2. Double click the scene on which you want to add hotspot. Then this scene is displayed in Scene Viewer
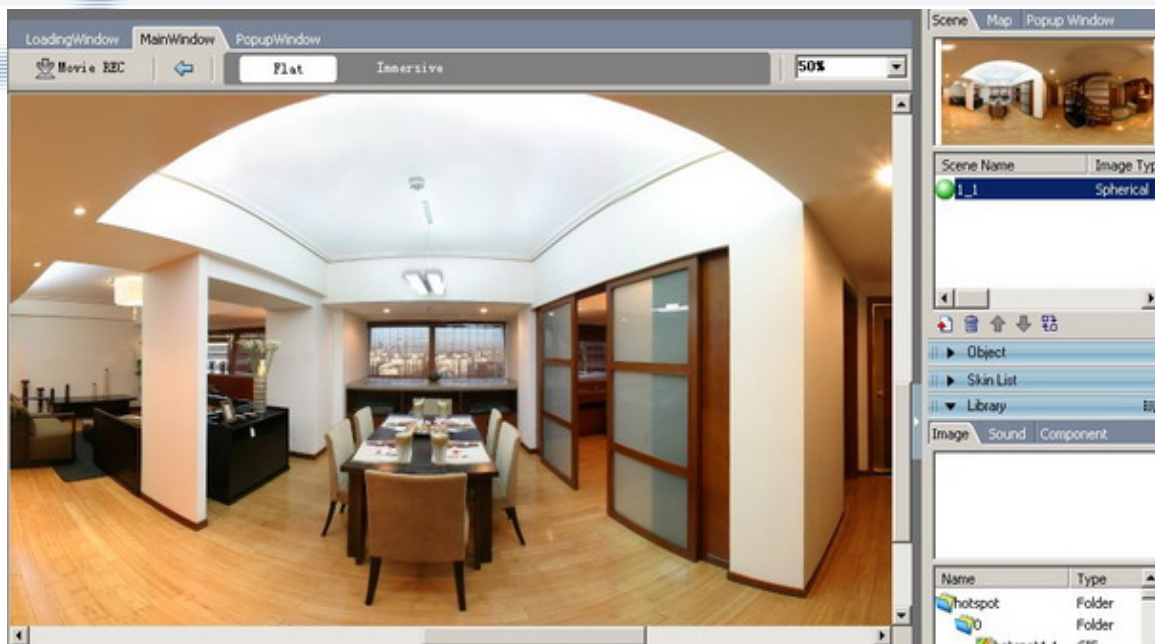
3. Click *Toolbox* and select *hotspot*

4. Go to scene viewer and place the hotspot onto the scene.
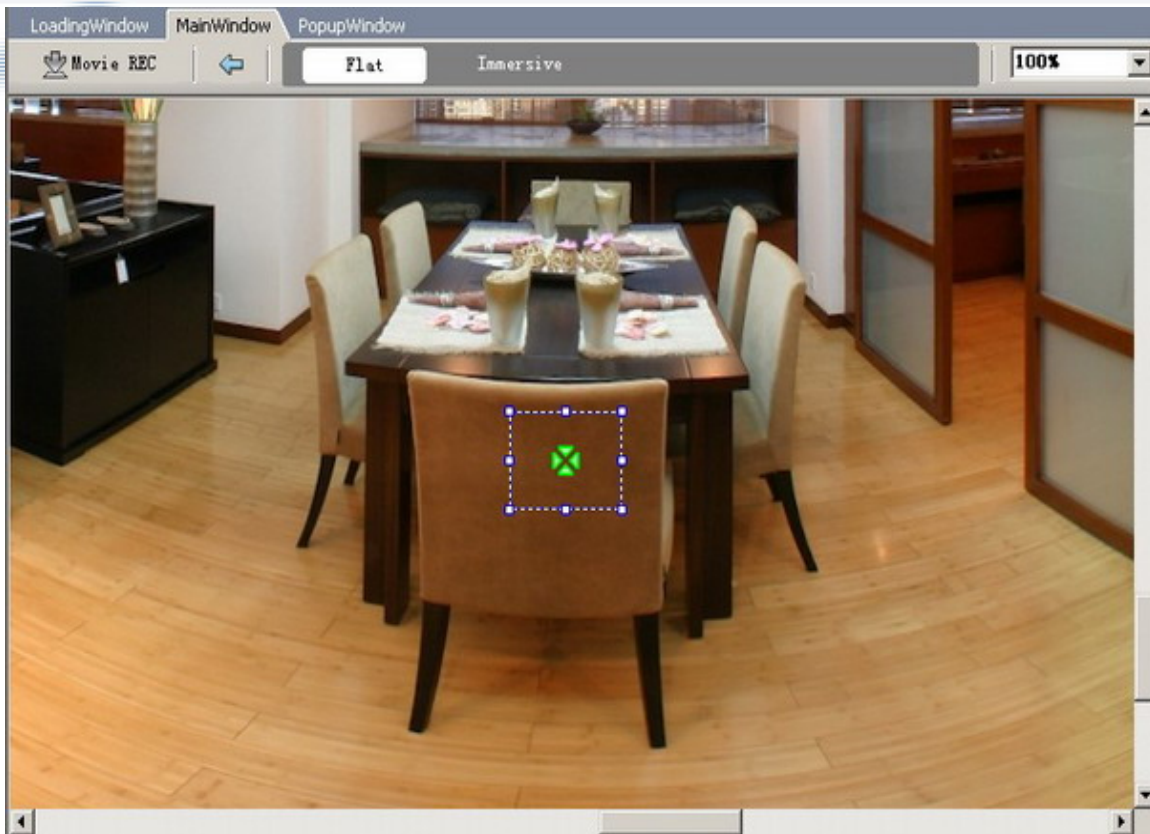
5. Set hotspot appearance under its properties panel.
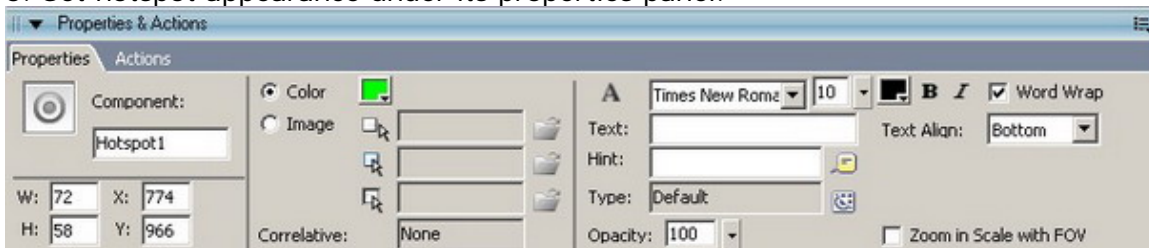
6. Add relative actions to the hotspot like *Link to scene* or *Pop up Image*
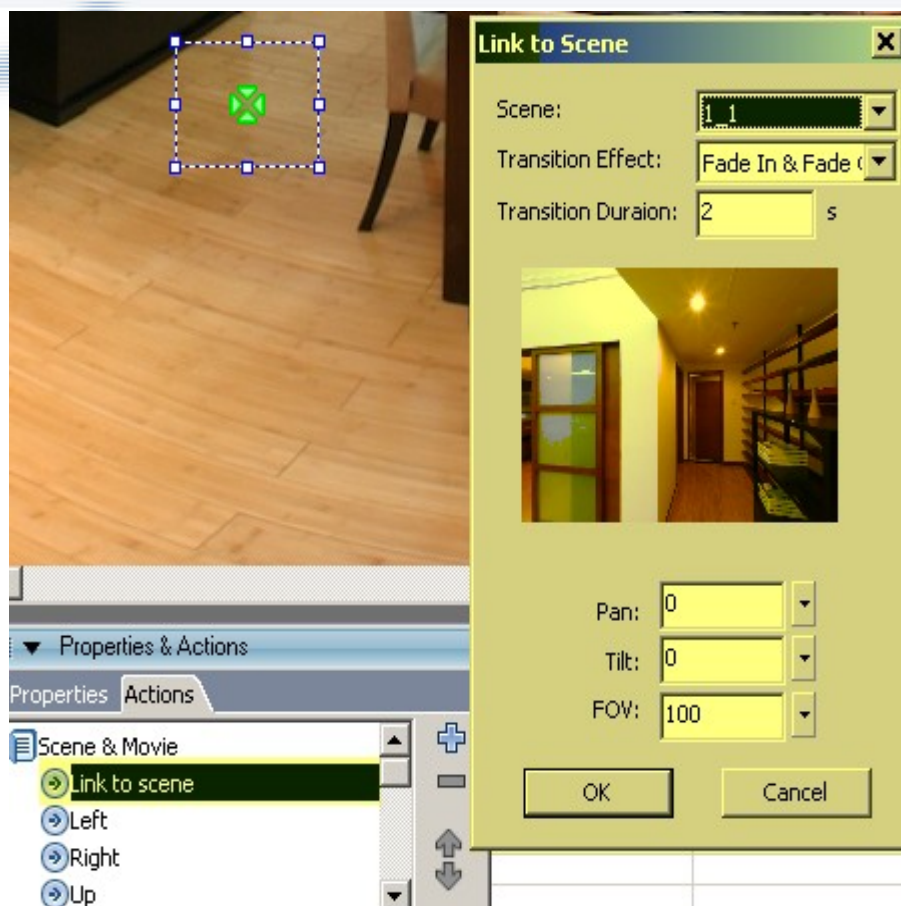
⭐ **Tips:** There are two views when adding hotspot on scene, Flat and Immersive. After you adjust the hotspot in Flat view, you can switch to Immersive view to have a preview of the effect. What's more, you can also adjust the initial value of pan, tilt and FOV of the panorama in immersive view with a WYSIWYG effect.

Switch to Other Scene

When adding *Link to scene* to scene hotspot, you can make settings to link to other scene and the relative transition effect by the setting window which is as below:

Scene: The target scene which is to be switched to.

Transition Duration: The period for switching from one scene to another. The default value is 2s. And the range is from 1s to 20s.

Transition Effect: The transition effect when switching from one scene to another. If Walk through is selected, you can see the following setting window and you can customize the effect.
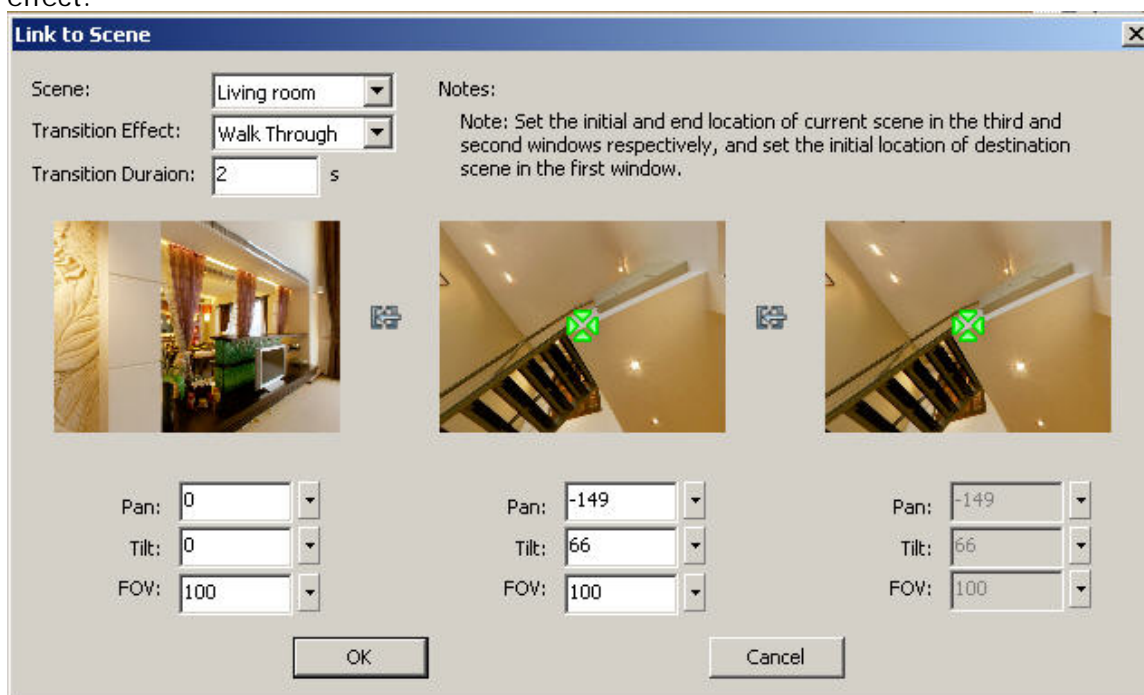
▶ In the first window, you can adjust *Pan, Tilt* and *FOV* of the target scene and set the target position of object scene when switch by hotspot.

▶ In the second window, you can adjust X, Y and Zoom Level which are for the ending position of the current scene.

▶ In the third window, you can't adjust the parameters which are for the starting position

of the current scene.

By such settings, you will feel as if you're walking through the scene when hitting the hotspot.

⭐ **Tip:** Fade in/out added to the Walk Through effect.

Link to Other Image

You can add *Pop up Image* action to Hotspot. After this action is added to hotspot, when clicking on the hotspot, the relative image will be shown in a popup window right beside the mouse. The setting window is shown as below:
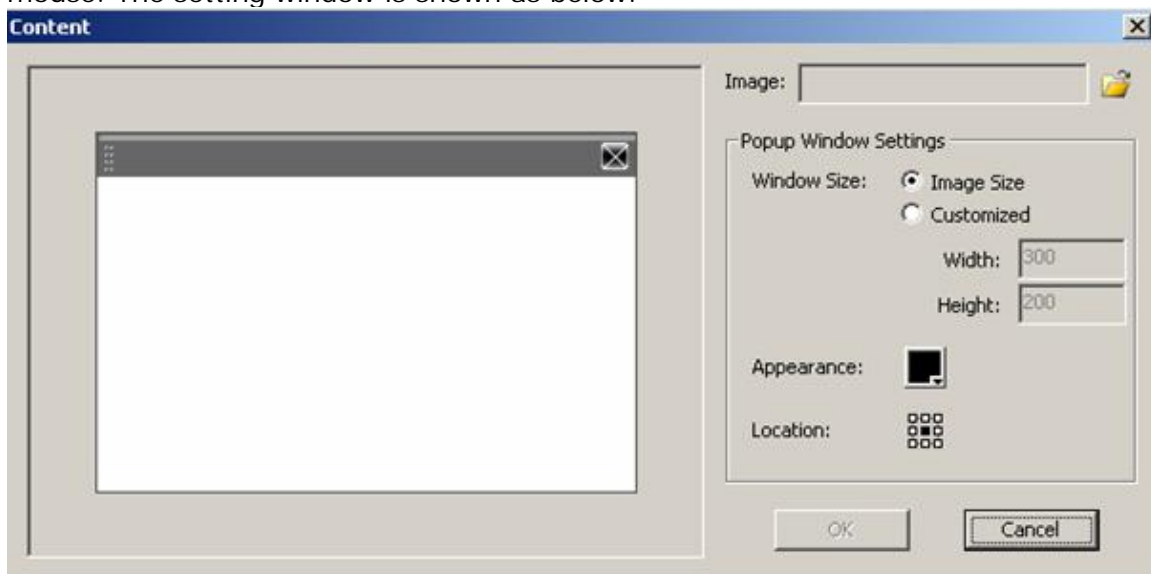
Tourweaver 4.00 supports not only bmp, gif and jpg formats, but also flash file like **swf** format.

- ▶ Choose the right image you're going to show in the popup window.
- ▶ Set popup window size. You can choose Image size which is in the same size with the selected image. Or choose Customized and define the width and height of popup window as you want.
- ▶ What's more, you can also customize the appearance of popup window via Appearance setting like title bar, window background color, etc.
- ▶ Also you can specify the popup position by Location setting.

⭐ **Tips:** For flash popup image, you may create more interactive effect. Like multiple tabs in one popup image.

💡 **Note:** In flash viewer, the popup image window has the zoom in/zoom out effect.

Add Hotspot/Radar on Map

There are two kinds of hotspots which can be added to map, hotspot and radar. To add hotspot on map is similar to adding hotspot on scene while the settings are a little different. For more, see *Hotspot*. You can switch to other scene by it. You can also add radar on map and synchronize the radar sector with scene so that the radar can indicate the position and direction of scene on map.

Hotspot

Add hotspot to map

1. Double click the map to which you're going to add hotspot from *Map* tag under *List* panel
2. Click *hotspot* from *Toolbox*
3. Move the mouse to map viewer and click the map to place that hotspot
4. Set hotspot appearance under its properties panel
5. Add actions to hotspot like *Link to scene* and *Pop up Image.*

Radar

You can also add radar on map to synchronize with a certain scene.

Appearance Setting

Set Radar appearance by its properties panel which is shown as below:
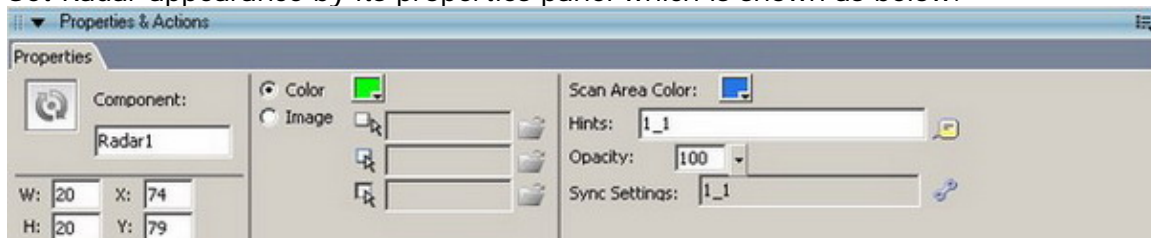
Color: If you don't want to use image as the appearance of radar, you can set color for it.
Image: There are three images for the three states of radar: normal, over and down.
Scan Area Color: Set the color of the radar scanning area, transparent color is supported.
Hints: The text will be the scene name which is synchronized with as default. But you can replace it by your own. You can also set font, size and color for the text. What's more, the hints will change if you change the relative scene which is synchronized with.
Opacity: Refer to Set Textarea Properties.
Synchronize Settings: Set radar to synchronize with scene, position of radar, size of hotspot area, shape and size of scanning area, etc.

Synchronization Setting

By clicking the synchronization setting button from properties panel, you can make radar synchronize with scene. You can also make other settings like the size of hotspot area, the shape and size of scanning area. This synchronization contains synchronization with panorama and synchronization with still image.

Note: In old version of Tourweaver, only synchronization with panorama is supported while in Tourweaver 4.00, synchronization with still image is featured.

Synchronize with Panorama

Click synchronization setting button under *Radar* properties panel and you can see a pop-up setting window as below:
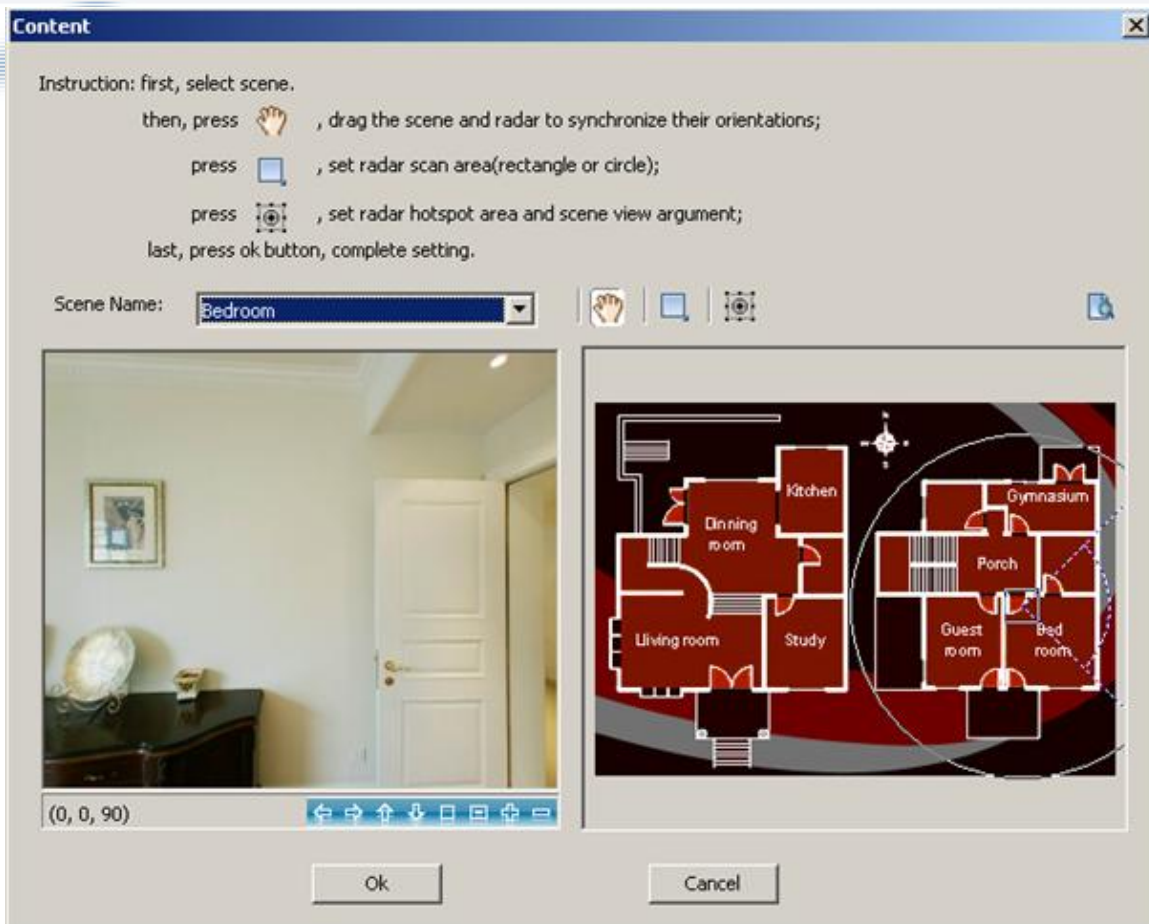
Scene Name: Select the scene which you're going to make synchronization

⬆: Drag the scene to a certain position in left window; drag the indicating direction of radar to let it synchronize with the scene.

☐: To set the shape and size of scanning area. The scanning area is the scope where the radar scanning can reach. You can define the area as a rectangular or a round.

⊙: Set scene parameters and hotspot area of radar.

The steps are as below:

1. Choose the panoramas which you want to make synchronization from the scene list

2. Press ⬆ and drag the scene to a certain position in left window; drag the indicating direction of radar to let it synchronize with the scene.

3. Press ☐ to set the shape and size of scanning area

4. Press ⊙ to set scene parameters and hotspot area of radar. Drag the scene to a certain position and set its FOV so that when the radar is clicked, you will see the scene with this FOV. Set hotspot area for radar at right side. The area inside the blue broken line is the hotspot area which is shown below. When the mouse clicks in this area, radar will be triggered to link to specified scene.

Synchronize with Still Image

1. Choose the still image which you want to make synchronization from the scene list
2. Press ✋ and drag the radar sector to make it refer to the direction where the still image is; and type the angle value for the scanning sector.
3. Press ⬭ to set the shape and size of scanning area
4. Press ▣ to set the hotspot area for radar
5. Type the right value of Scanning Angle

Preview

You can preview the result of synchronization setting by clicking ▣.
After preview, click *OK* to finish the synchronization settings.

Add Thumbnail

Thumbnail is the component that lists the small image of scene, map or movie on Main Window. When running virtual tour, you can switch to different scene, map or movie by clicking different items in thumbnail. In Tourweaver 4.00, you can not only list several or all the scenes by thumbnail, but also list several or all the images of map, movie or detail image. What's more, you can also choose to use your own images instead of the ones generated automatically.

How to add thumbnail
1. Click *Thumbnail* from Toolbox.
2. Place it onto *Main Window.*

Set Properties for Thumbnail

You can set properties for thumbnail under its properties panel which is as below:
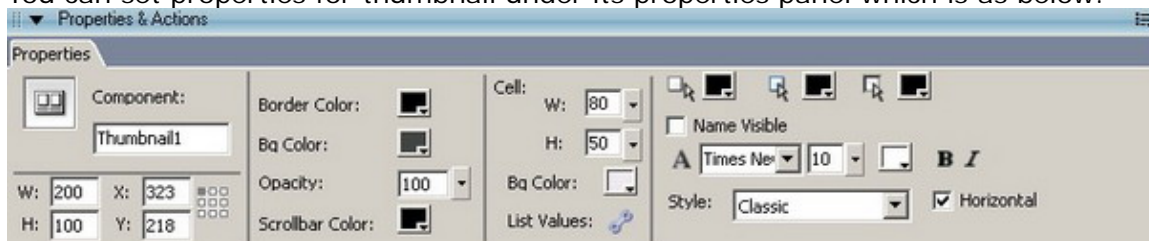
Coordinate Grid (Pro only): Refer to Change Size and Appearance of Map Viewer>How to anchor Map Viewer on the Main Window?

Border Color: Border color of thumbnail. You can also set it to transparent.

Horizontal Layout: If selected, cells in it will be shown in a single line horizontally; otherwise, they will be shown in a single line vertically.

Scrollbar Color: When there are a large amount of cells in Thumbnail, the scrollbar will automatically appear. You can also set color for the scrollbar.

Cell: Each small image in thumbnail is called one cell. You can set its width, height and background color. You can also set border color for its three states including normal, over and down as you do to hotspots.

Text: When "Name Visible" is selected, the item name will be displayed below each Cell. You can also set text color, font etc.

Style: There are two different styles of thumbnail available according to the designed appearance of thumbnail: *Classic* and *Translucent*.

▶ If *Classic* is selected, you could choose to show the cells in a single line or in multiple lines. Tick *Single Line,* and cells in it will be shown in a single line; otherwise, they will be shown in multiple lines.

Style: Classic ☐ Single Line	
Single Line	
Multiple Lines	
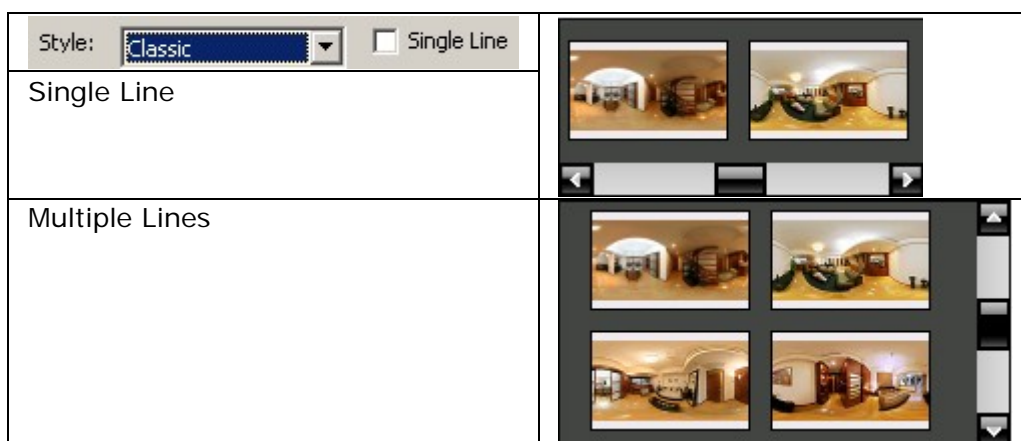
▶ If *Translucent* is selected, the cells in it will only show in single line, but you could choose to show the cells horizontally or vertically. Tick *Horizontal,* cells in it will be shown in a single line horizontally; otherwise, they will be shown in a single line vertically.

Style: Translucent ☐ Horizontal	
Horizontal	

Vertical	
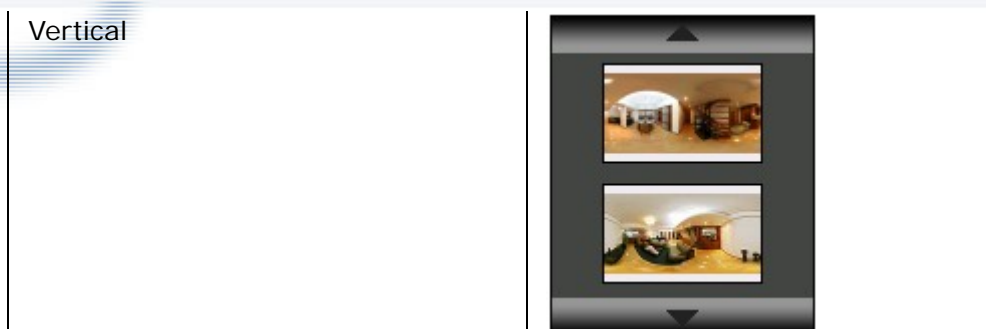
List Values

List Values is actually the source of thumbnail that means which type of items will be displayed in thumbnail. In Tourweaver 4.00, thumbnail can list small images of scene, map and movie. So when adding a thumbnail component, you should first decide its List Values, which source to choose; and then decide detailed items belonging to this source.
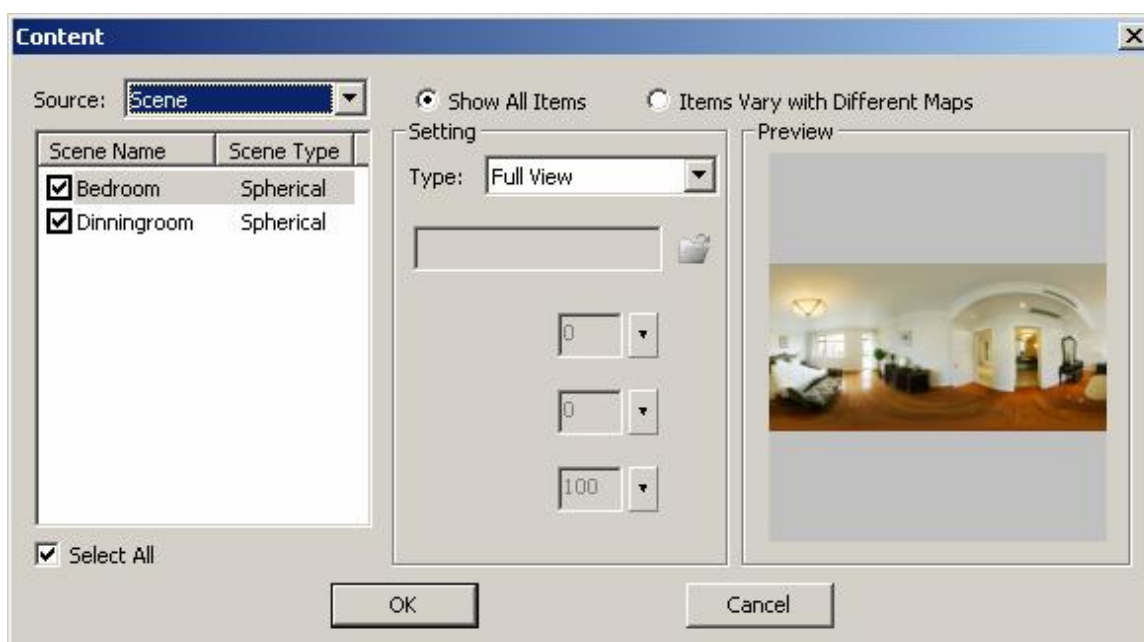
Source: To decide which object is to be shown in Thumbnail. You can choose Scene, Map or Movie as a source.

Item	Description
Scene	The scene Cell will change with the change of map. When 'Item Varies with different Map' is selected, these cells listed in thumbnail will vary with the different maps shown in Map viewer. For example, Scene1,2,3 are located in Map A (to relate a scene to a map, you can choose the relative map under the properties panel of that scene, or add a radar on the map referring to that scene) while Scene 4,5,6 are located in Map B. When map A is running, you can see Cell 1,2,3 are listed in Thumbnail; when map B is run, cell 4,5,6 are shown.
Map (only available in Professional	List all map cells which are chosen

edition)	
Movie (only available in Professional edition)	List all movie cells which are chosen

List: It's where all the source items will be listed. You can decide whether each of these items is shown or not by clicking the checkbox. If the checkbox is selected, the item will be shown in thumbnail; otherwise, it will not be shown.
Cell: Each small icon image shown in Thumbnail.

Item		Description
Scene	Flat	Using flat scene image as cell image. For spherical scene, the cell is shown as a small flat in 2:1 ratio; for cylindrical scene, the cell is shown as a small rectangle flat; for still image, the image is directly shown in a small size.
	Angle Shot	Show the screenshot of scene in the viewer as a thumbnail cell. You can set the pan, tilt and FOV for each scene to show the desired angle of each scene.
	Customized	Using other images to shown in cell. Export the images from relative directory.
Map (only available in Professional edition)	Flat	Using a small sized map image.
	Customized	Using other images to shown in cell. Export the images from relative directory.
Movie (only available in Professional edition)	Customized	Using other images to shown in cell. Export the images from relative directory.

⊡ **How to set Thumbnail for Scene**
1. Select *thumbnail* from Main Window
2. Click 🔧 from its *Properties Panel*
3. Choose *Scene* as the Source
4. Choose the scene which you're going to show in thumbnail from the list at left side
5. Select the image type for this scene cell at right side
6. Repeat step4,5 to add cells for multiple scenes
7. You can also select *Show All Items* or *Items Varies with Different Map*
8. Click *OK*

⊡ **How to set Thumbnail for Map**
1. Select *thumbnail* from Main Window
2. Click 🔧 from its *Properties Panel*
3. Choose *Map* as the Source
4. Choose the map which you're going to display in thumbnail from the list at left side
5. Select the image type for this map cell at right side
6. Repeat step4,5 to add cells for multiple maps
7. Click *OK*

⊡ **How to set Thumbnail for Movie**
You can add a symbolized thumbnail for Movie. The steps are same with *add thumbnail for*

scene. But the cell images should be customized.

Note: When the current skin is replaced, the List Values of the current thumbnail will be applied to the new one on the new skin.

Add ComboBox

ComboBox is the component which shows scene name (map name or movie name) in a single item list box. When running virtual tour, you can choose a certain scene (map or movie) from the *ComboBox*. In Tourweaver4.00, you can not only list several or all the scenes but also list map or movie.

How to add ComboBox:
1. Click *ComboBox* from Toolbox
2. Click the blank part of Main Window to place the *ComboBox*

Set Properties for ComboBox

Set *ComboBox* properties under its properties panel which is as below:
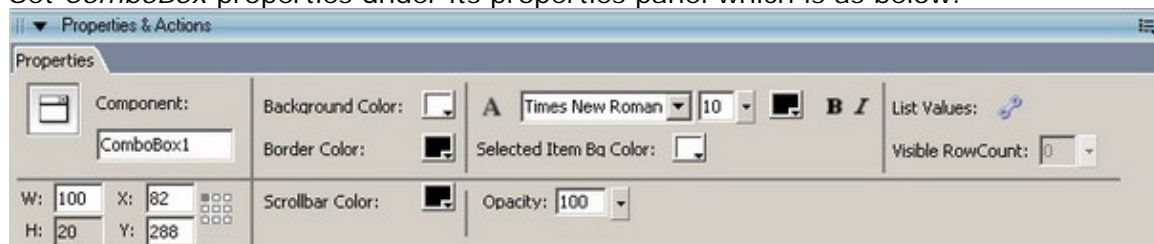
Coordinate Grid (Pro only): Refer to Change Size and Appearance of Map Viewer>How to anchor Map Viewer on the Main Window?
Background Color: The background color of Combo box
Border Color: The border color of Combo box
SelectedItem Bg Color: The background color of the selected item
Visible RowCount: The number of the visible rows which can be seen directly on the Combo box
Scrollbar Color: You can set color for scrollbar.

List Values

Similar to *Thumbnail*, there is also a List Values for *ComboBox*. You can define the item source and detailed items by setting this List Values.
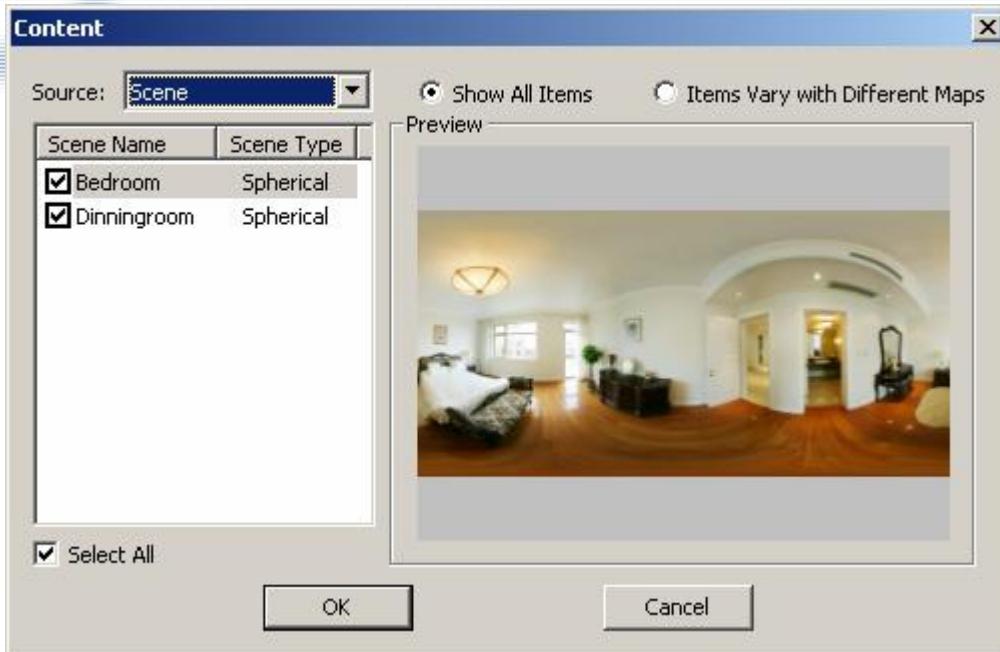
Source: To define which object to be listed in the box like scene, map or movie.

Item	Description
Scene	List all scenes which are chosen. When "Item Varies with different Map" is selected, the items listed in Combo box will vary with the different maps shown in Map viewer. For example, Scene1,2,3 are located in Map A (to relate a scene to a map, you can choose the relative map under the properties panel of that scene, or add a radar on the map referring to that scene) while Scene 4,5,6 are located in Map B. When map A is run, you can see scene 1,2,3 are listed in Combo box; when map B is run, scene 4,5,6 are shown in Combo box.
Map (only available in Professional edition)	List all maps which are chosen
Movie (only available in Professional edition)	List all movies which are chosen

List: It's where all the source items will be listed. You can decide whether each of these items is shown or not by selecting the checkbox.

▣ **How to set scene List Values**

1. Choose the *ComboBox* which you're going to set from Main Window
2. Click 🔧 from its *Properties* panel
3. Choose *scene* as its source
4. Select the checkbox of the scene which you're going to show in the list
5. Repeat step 4
6. You can select *Show all items* or *Items varies with different map*
7. Click *OK*

▣ **How to set Map List Values**

1. Choose the *ComboBox* which you're going to set from Main Window
2. Click 🔧 from its *Properties* panel
3. Choose *map* as its source

4. Select the checkbox of the map which you're going to show in the list
5. Repeat step 4
6. Click *OK*

⊡ **How to set Movie List Values:**
Ditto

Note: When the current skin is replaced, the List Values of the current combo box will be applied to the new one on the new skin.

Add ListBox

Listbox is the component which shows scene list (map list or movie list) in a list box. You can place a *Listbox* on Main Window and set its properties. Then there would be a scene list (map list or movie list) in virtual tour.

How to add listBox
1. Click *ListBox* from Toolbox
2. Click blank part of Main window to place the *ListBox*

Set ListBox Properties

You can set properties for *ListBox* by its properties panel which is as below:
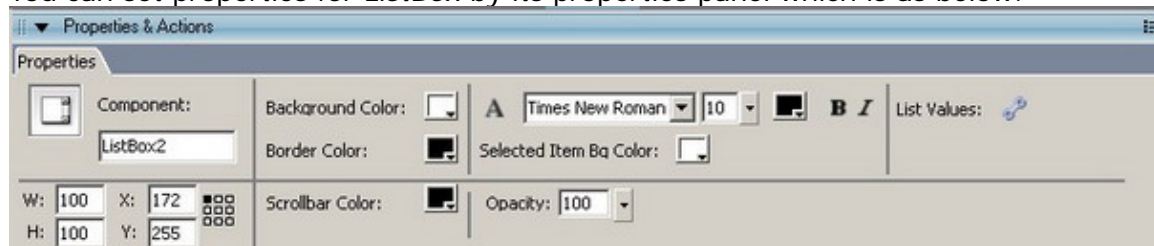
Coordinate Grid (Pro only): Refer to Change Size and Appearance of Map Viewer >How to anchor Map Viewer on the Main Window?
Background Color: The background color of ListBox
Border Color: The border color of ListBox
SelectedItem Bg Color: The background color of the selected item
Scrollbar Color: You can set color for scrollbar.

List Values

There is also a list values to be set for *ListBox*. It's the same with the list values of *ComboBox*. You can define the list content by setting this list values like list source and detailed list items.

Item	Description
Scene	List all scenes which are chosen. When "Item Varies with different Map" is selected, the items listed in List box will vary with the different maps shown in Map viewer. For example, Scene1,2,3 are located in Map A (to relate a scene to a map, you can choose the relative map under the properties panel of that scene, or add a radar on the map referring to that scene) while Scene 4,5,6 are located in Map B. When map A is run, you can see scene 1,2,3 are listed in list box; when map B is run, scene 4,5,6 are shown in list box.
Map (only available in Professional edition)	List all maps which are chosen
Movie (only available in Professional edition)	List all movies which are chosen

Note: When the current skin is replaced, the list values of the current ListBox will be applied to the new one on the new skin.

Add Popup Window (Pro only)

How to add/delete popup window?
   Add Popup Window:
1. Go to *List* panel>*Popup Window* tag and click ⊞.
2. Then the dialog box of popup window will appear as below for you to set Name, Size, Location, Background Color of the new popup window.
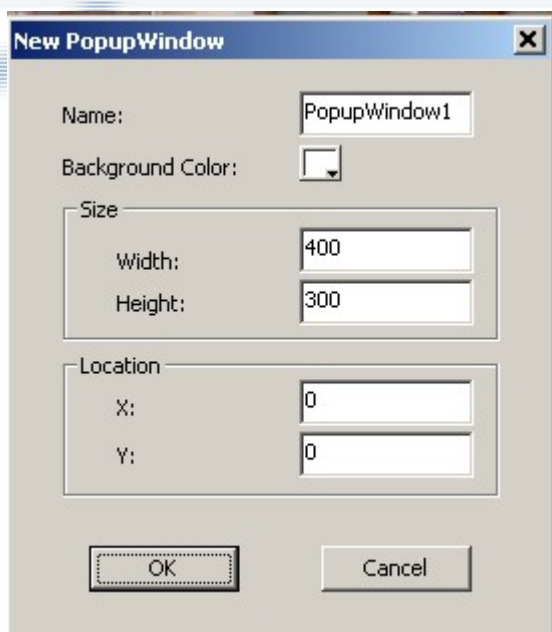
3. Click *OK*, a popup window item will display under the *Popup Window* list and the workspace of *Popup Window* will appear as below in which the popup window is editable.
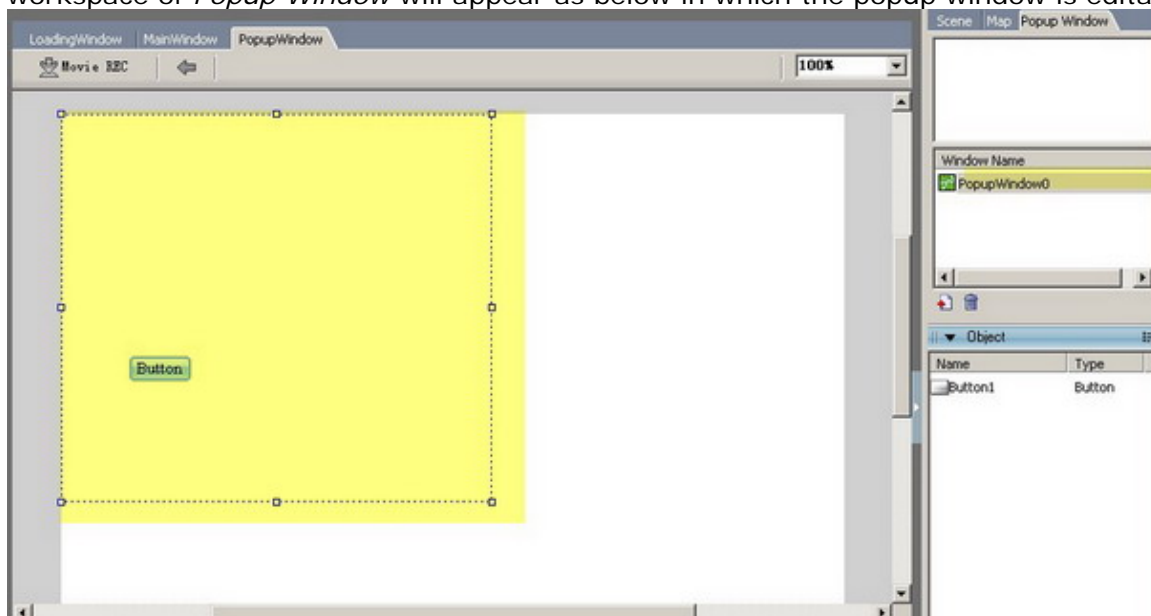
▶ **Delete Popup Window:**

1. Go to *List* panel>*Popup Window* tag and click on the popup window you want to remove.
2. Click 🗑 or press *Delete* key to remove the popup window.

Set Properties for Popup Window (Pro only)

After adding a popup window, you can set properties for *Popup Window* by its properties panel which is as below:

Main properties:
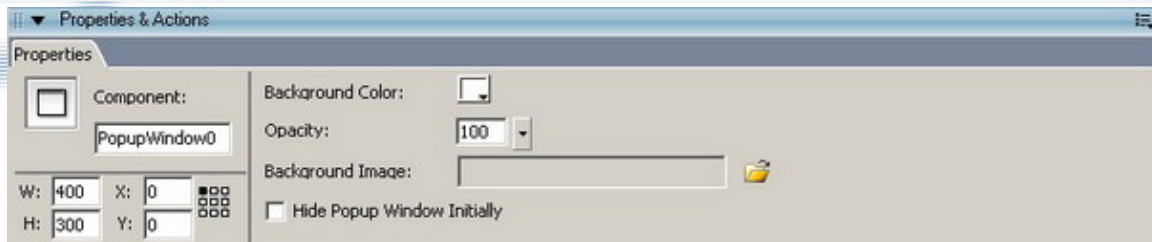
Background color: The background color of popup window. Transparent color is supported.

Opacity: Refer to Set Textarea Properties.

Background Image: To add/delete a background image.

Hide Popup Window Initially: To set whether to hide Popup Window initially while the tour running.

Popup Window is adjustable. **How to change size and appearance of Popup Window:**
1. Select Popup Window under Popup Window tag.
2. Drag mouse to adjust the size of the selected popup window and modify the relative properties under the Properties panel of popup window.

Tip: 1. If you want to change the size or position of a popup window, do any of the following:

- Select a popup window, drag the sizing handle at the corner of it to the size you want.
- Adjust the size or position in the properties panel of popup window by changing the X/Y values.
  2. Press Ctrl+Left mouse button to move the popup window.

Add Components on Popup Window (Pro only)

How to add components on Popup Window:
1. Click on one of the tools (components) from Toolbox
2. Click the blank part of Popup Window to place the button.

Note: In one project, *Map Viewer* can only be added once. That means map viewer can't be added to popup window if it has already been added to main window unless deleting it from main window.

General Operation on Component:
Using Ruler, Guide Line and Grid; Add and Delete; Copy and Paste; Move and Lock; Layout; Group

Tip: Right click on Popup Window, the context menu will appear to enable some functions like below:

Tip: After changing the location or size of a popup window, the components added to popup window will change position accordingly. See below:
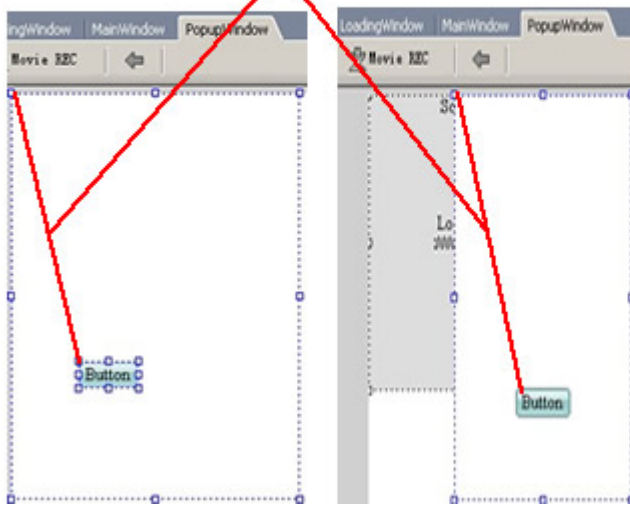
The added component always stays in the same position relative to the upper-left corner of the popup window.

Set Properties & Actions for Component on Popup Window:

After adding components to Popup Window, you could edit the added components to set the location, size, other properties and actions of them. Select the added component you want to edit, then:

▶ To set the properties in the properties panel, refer to <u>Properties and Actions Panel</u>

▶ To move, layout, paste or delete component, refer to <u>Component</u>

▶ To add an action to the component, refer to *<u>Set Button Action</u>*.

⭐ **Tip:** 1. To select a component, do one of the following:

Click the component in the Popup Window directly.

Click the component in the Object panel.

2. To select multiple components, do one of the following:

To select contiguous components, Shift-click them in the Popup Window or in Object panel.

To select discontiguous components, Control-click them in the Popup Window or in Object panel.

3. Access *Edit>Select All* or right click menu or shortcut *Ctrl+A* to select all the components*.

How to Apply Popup Window (Pro only)

Popup Window can be applied to a hotspot or other components to create a fine popup window of a virtual tour.

Basic steps:

1. Add a popup window (see <u>Add Popup Window</u>), set properties for it (see <u>Set Properties for Popup Window</u>)
2. Add components to popup window, set properties and actions for the added components (see <u>Add Components on Popup Window</u>).
3. Add a hotspot to the scene or add a button to the skin (see <u>Add Hotspot on Scene</u>)

4. Add an action *Window> Open Popup Window or Show/Hide Popup Window* from the Actions panel to the hotspot or the added button (see Set Button Action)
5. Click *OK*. Then preview, when you mouse click on the hotspot or button, the popup window will appear as you have set.

See a sample tour at Gallery, and click on the button *menu* to see the effect:

Note: Popup Window will be included in the exported skin folder.

Add Sound

You can add sound to hotspot, scene, movie or the whole virtual tour. The supported audio format is .mp3.

Note: When publishing tour in Flash viewer, only mp3 will be recognized. The au, midi and wav can't be played properly in flash viewer.

Add Audio Hotspot

When making a virtual tour, you can add background sound to hotspot. When you click this audio hotspot, then the relative background sound would be played. The steps are as below:

1. Add a hotspot from the ToolBox to a scene or a map
2. Click *Action* tab under hotspot Properties panel
3. Choose *Sound>Play Sound* and click ⊕ to add this action to right side
4. Then there would be a popup window as below:
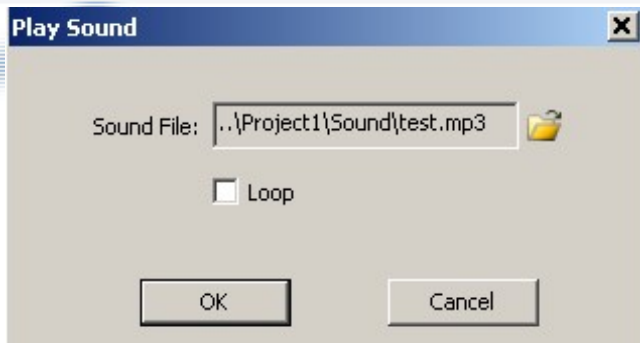
5. Click to add the sound; if *Loop* selected, the sound would be replayed automatically.
6. Click *OK*

Note: When publishing tour in Flash viewer, only mp3 will be recognized. The au, midi and wav can't be played properly in flash viewer.

Add Background Sound to a Certain Scene

To add background sound for scene, please do as following:
1. Select the scene to which you're going to add background sound and open *Properties* panel
2. Click to add the sound; if *Loop* selected, the sound would be replayed automatically
3. Click *OK*

Note: When publishing tour in Flash viewer, only mp3 will be recognized. The au, midi and wav can't be played properly in flash viewer.

Add Background Sound to Movie

To add background sound for movie, please do as following:
1. Select the movie to which you're going to add background sound and open *Properties* panel.
2. Click to add the sound; if *Loop* selected, the sound would be replayed automatically.
3. Click *OK.*

Note: When publishing tour in Flash viewer, only mp3 will be recognized. The au, midi and wav can't be played properly in flash viewer.

Add Background Sound to Virtual Tour

Besides adding sound to hotspot, scene and movie, you can also add a background sound for the whole virtual tour. This sound would be played during running the tour. The steps are as below:
1. Choose *File>Publish Settings>General*
2. Click at Background Sound File to add the sound. If *Loop* is selected, the sound would be replayed automatically.

Note: When publishing tour in Flash viewer, only mp3 will be recognized. The au, midi

and wav can't be played properly in flash viewer.

Mute

You can set a *Mute* button to stop the sound. Mute is an action which can be added to hotspot, text, image or button. Please refer to Action for sound.

Note: If you add sound to hotspot, scene, movie and virtual tour at the same time, all these sounds would be played. When you use *Mute* action, these sounds will all be stopped.

How to Edit Movie
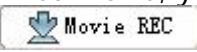
You can choose several or all the scenes in the current project and organize them in a certain sequence, view them from a certain position and run each of them in a certain period. At last you get a movie which runs those scenes with several rules. Thus movies in Tourweaver are referring to a series of frames which form a walkthrough at the Timeline. These frames record the time points, the scenes on the relative time points and the view position including Pan, Tilt and FOV of each scene.

Slideshow

After you import one or several scene images in Scene tag under List panel, you can add a SlideShow on Movie tag. It's generated automatically according to the scenes you've imported. The SlideShow organizes the scenes due to the sequence as the same in Scene List on Scene tag and the pan, tilt, FOV and rotating speed as you've set. Therefore, when you add or delete scene from scene list or change the rotating speed of any scene, this Slideshow will be updated automatically. This SlideShow is allowed to be modified by customers in which the frames could be added, deleted and the properties of the frame can also be edited.

Create a New Movie

Before you make a customized movie, you have to first create a movie by two methods.

1. Click MovieREC button [Movie REC] right below MainWindow to open MovieREC panel
2. Click [icon] at left bottom side to create a new movie with the default name Movie1
3. Or you can select Slideshow and right click your mouse to choose Copy from the popup menu. Click any blank part in the panel and right click your mouse to choose paste menu. Then a new movie copied from Slideshow is generated.

Set Movie Properties

Movie Properties Panel:
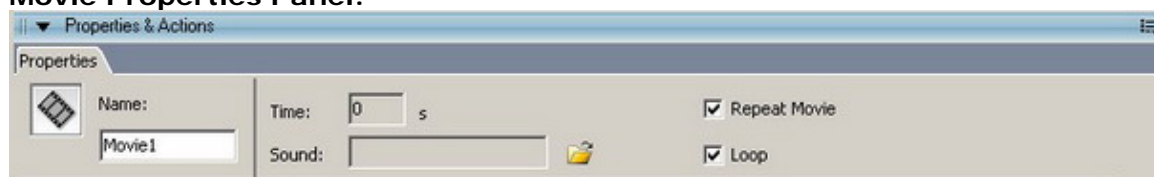
Time: The movie length.

Sound: To add sound to a movie ([How to add background sound to movie](#)).

Record a Movie

When you add a new movie, it's blank completely even without a frame. You can insert different frames to begin recording the movie with your own style.

Insert/Delete Frame

Frame is the basic element of movie and each frame represents a time point on time axis. To record a movie, you have to insert multiple keyframes in the movie with the following steps:

1. Select the movie which you're going to record under Movie REC panel like Movie1.
2. Select the scene which you're going to first record from the scene list right under the MainWindow as shown below:
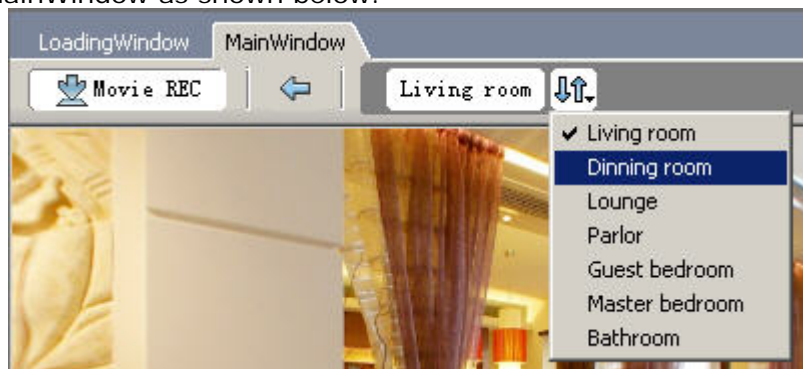
3. Put the mouse onto Movie REC panel and click a certain time point like 10s on time axis
4. Click which is at the bottom of Movie REC panel or right click your mouse and choose 'insert Frame'. Then you finish inserting a keyframe at 10s time point; and at this frame, you can see the initial display position including Pan, Tilt and FOV of Scene1 which you're just chosen.
5. Move your mouse onto Scene Viewer and adjust the view position of Scene1 in Scene viewer by dragging with mouse or via Toolbar.
6. Again back to Frame editing area under Movie REC panel, find the next time point where you want to insert a keyframe like 15s and click it.
7. Again click or right click your mouse to choose 'insert Frame' from popup menu.
8. Thus movie1 will run scene1 as how it's set at 10s to how it is at 15s automatically.
9. You can set multiple keyframes for different scenes by repeating the above steps. At last all these keyframes would form a walkthrough which is exactly the one you want.

Delete Frame:
1. Click the frame which you want to remove
2. Click or right click and choose Delete Frame to delete that frame

Display mode:
Click which is at the right side of timeline to shift the display mode including Common mode and Preview mode.

Set Frame Properties

When you record a movie, if you're not very satisfied with the viewing position of the scene at a certain keyframe, you can define an accurate position by setting the frame properties. The frames for panoramic image and still image are a little different.

When the frame is for panorama, its properties panel is as below:

Frame No.: To show the frame number
Movie Name: To show which movie this frame is in and the length of this movie
Scene Name: To show which scene this frame is for
Pan, Tilt, FOV: The initial value of the Pan, Tilt and FOV
Rotation Direction: To show, from this frame on, which direction does this movie turn to, clockwise or anti-clockwise.

Copy, Cut and Paste Frame

You can copy or cut one or several frames and then paste it or them to other time points or another movie. The steps are as below:
1. Select the frames you're going to copy (you can select multiple frames by *Ctrl* or *Shift*), right click and select copy frame or press *Ctrl+C*
2. Right click where you want to paste the frames and choose paste frame or press *Ctrl+V*

Drag Frame at Time Line

You can modify walkthrough of movie by dragging a certain frame to change its time point.
1. Click a certain frame
2. Press the mouse and drag the frame leftwards or rightwards until a certain point. And the frames after this one would also move synchronously.

Preview Movie

You can preview movie by two ways
1. Select the movie which you want to preview and click to preview the movie in Scene Viewer
2. Select the movie which you want to preview and press *Enter.*

Copy and Paste Movie

You can copy the movie which you've edited.
1. Select the movie you want to copy and right click to choose *copy movie*
2. On movie editing area, right click and choose *paste movie*

The SlideShow can be edited, and you can also copy and paste it as a new one to make customization.

Delete Movie

You can also delete the movie which you've edited.

1. Select the movie you're going to remove
2. Right click and choose *Delete movie.*

Set Movie to Default

Default movie is the one which will be auto run when virtual tour starts.
1. Go to *File>Publish Settings*
2. Go to *General* Page
3. Select the right movie as the default one at *Default Movie.*

Play/Pause Movie

You can control movie by setting a play/pause action for it. There are two actions *Play/Pause Movie* and *Stop movie* which are only active for movie. You can control movie by adding button to tour skin and set either of the two actions on the button. What's more, you can also add these two actions on other components besides button. Please refer to <u>Action for Movie</u>.

Movie Controller

It should be known that there is only one movie controller in for one virtual tour to show and control the process of the current movie.
How to add *Movie Controller*:
1. Click *Movie Controller* from Toolbox
2. Click MainWindow to place the controller on it
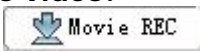
A controller contains a track, a slidebar and a time stamp. You can customize the color of controller track and slidebar. You can also decide whether the Time Stamp is shown. There are two styles for Movie Controller: *Standard* and *Mini.*
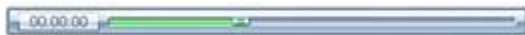
Export Movie as a Video (Pro Only)

In Tourweaver 4.00, you can export a movie as a video file.

How to export movie as video:
1. Click *MovieREC* button [Movie REC] right below MainWindow to open *MovieREC* panel
2. Select the movie which you're going to export
3. Click the export button to popup the export setting window as
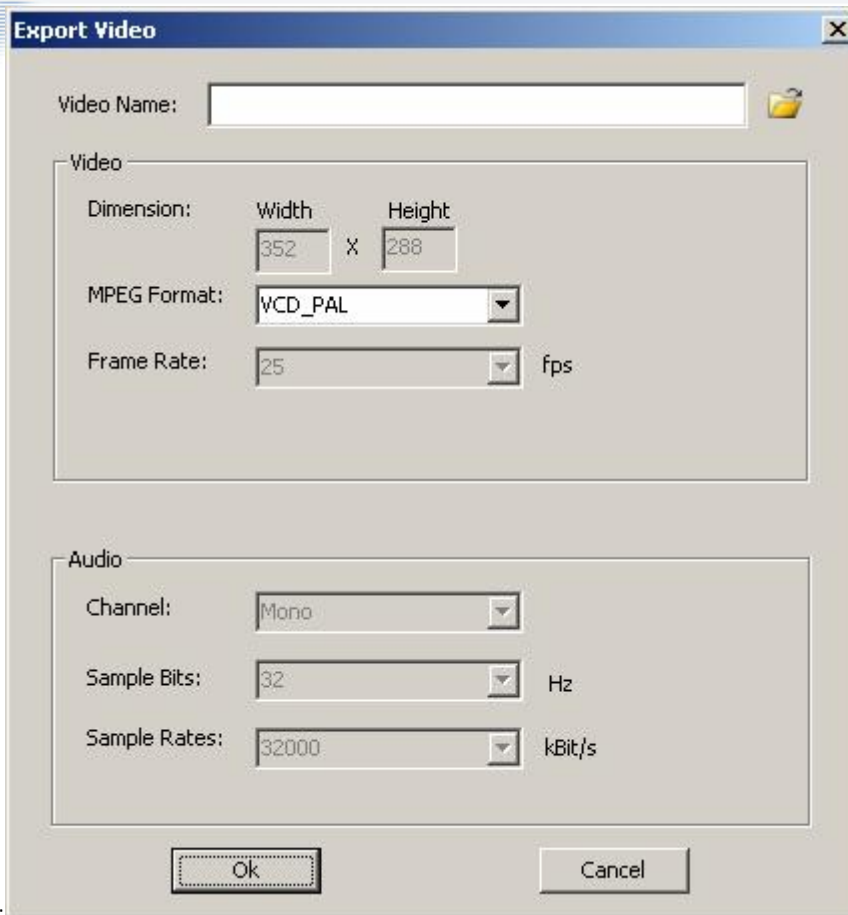
below:
4. Define the export route and set the video format.
5. Click *OK.*

Note: This feature is only available in professional edition.

How to Set Transition Effect

In Tourweaver 4.00, you can not only set transition effect for each scene, but also for each map. During a transition between two scenes or two maps, this transition effect you've set will run automatically, which make the transition very fluently.

Transition Effect for Scene

There are three ways to transfer between different scenes.
1. To make scene transition by *Thumbnail*, *ListBox* or *ComboBox*. There are *None*, *Fade in and Fade Out* and *Blade* as transition effects in this way. You can set any of them via *Properties* Panel.
2. To make scene transition by the action *Link to Scene* on Text, Image or Button components. The transition effect is the same with the first way.
3. To make scene transition by *Link to Scene* action on hotspot. Besides the transition effects described above, you can also set *Walk Through* as transition effect (to set after adding *Link to Scene*).
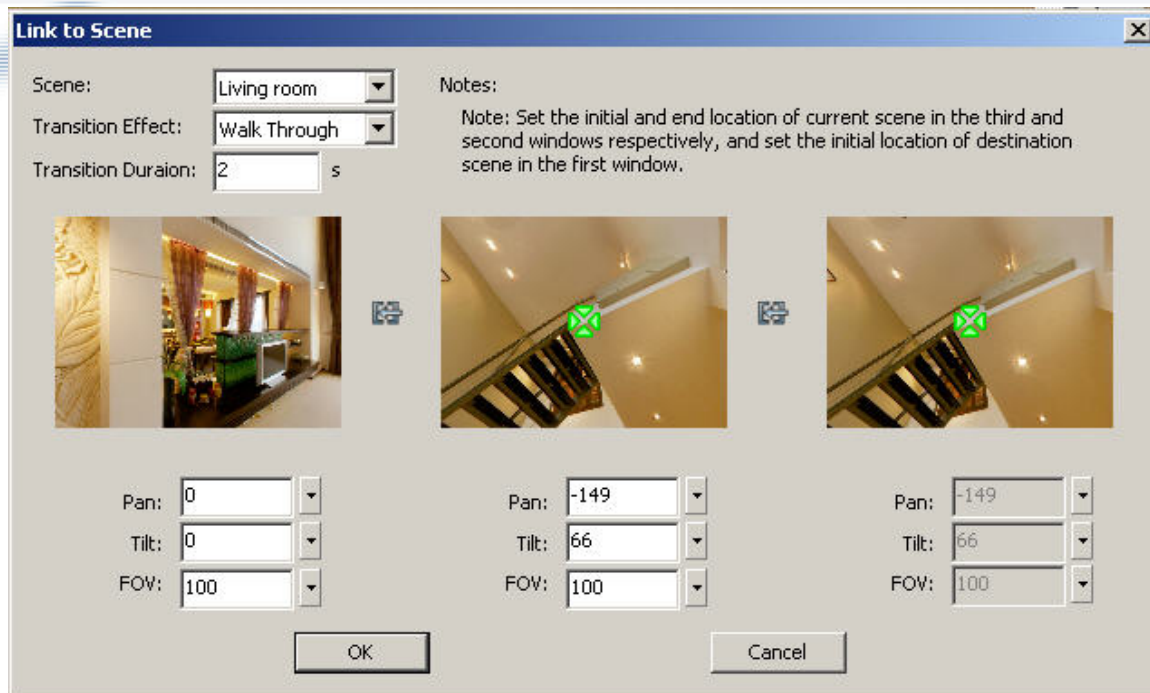
After you add *link to scene* to hotspot, and choose *Walkthrough* as the transition effect, you can see the above window. As said in the previous chapter Add Hotspot, the right window is the starting position of the current scene where the hotspot is on. This position can't be changed any more. The central window is the end position of the current scene where the target window is to be switched. The left window is the starting position of the target scene switched from the current scene. The left and central window can be adjusted by setting *Pan*, *Tilt* and *FOV* values.

Transition Effect for Map

There are two ways to transfer between different maps.
1. To make map transition by *Thumbnail*, *List Box* or *Combo Box*. There are *None*, *Fade in and Fade Out*, *Blinds* and *Zoom In* as transition effects in this way. You can choose any of them via Properties Panel.
2. To make scene transition by the action *Link to Map* on Text, Image, Button or hotspot component. The transition effect is the same with the first way. After add action *Link to Map*, you can see the window below:
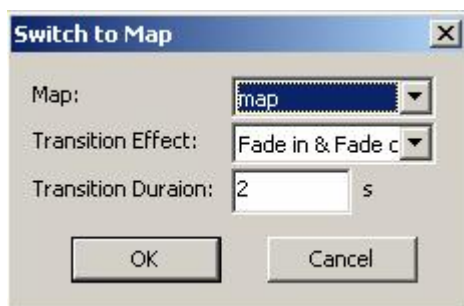
You can make settings for transition effect here. For example, if you choose *Zoom In* as the transition effect for Map A, then it will zoom in from where the hotspots is until it covers the previous map completely.

Preview

You can preview virtual tour at any time you want during building tour. The steps are as below:

1. Click from Main Toolbar, or select *Preview* from *File* menu, or use shortcut *Ctrl + Enter*

2. After step 1, there is a processing state window popping up.
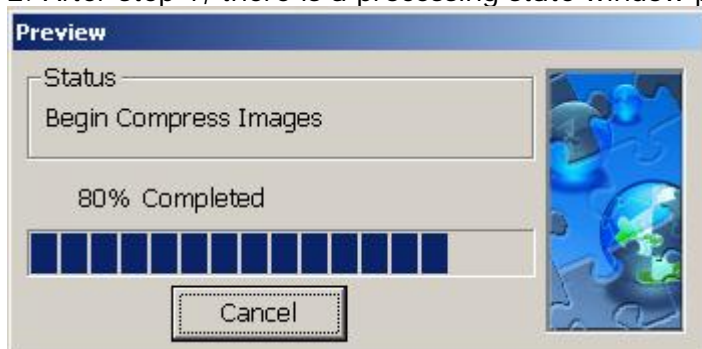
3. The preview window pops up as soon as processing finishes.

Publishing Settings

You can make publishing settings by clicking *Menu>File>Publishing Settings*. There are altogether four pages in Publishing Settings: *Format* page, *General* page and *Flash VR* page. The *Flash VR* page is shown when you choose to publish the tour to *Flash VR* at *Format* page.

Format Page

At *Format* page, you can decide which virtual tour format you're going to publish, the project name and the output destination.

Publish Settings

Format | General | Flash VR

Type: ☑ Flash VR

FileName: Project1

Output Destination: C:\Program Files\Easypano\Tourweav

Publish   Save   Cancel

Type: Tourweaver 4.00 supports one format for the virtual tour, Flash VR.
File Name: The project name.
Output Destination: The directory where to save the current project.

General Page

Whether you publish the tour to flash format, you can go to General page to make publish settings.
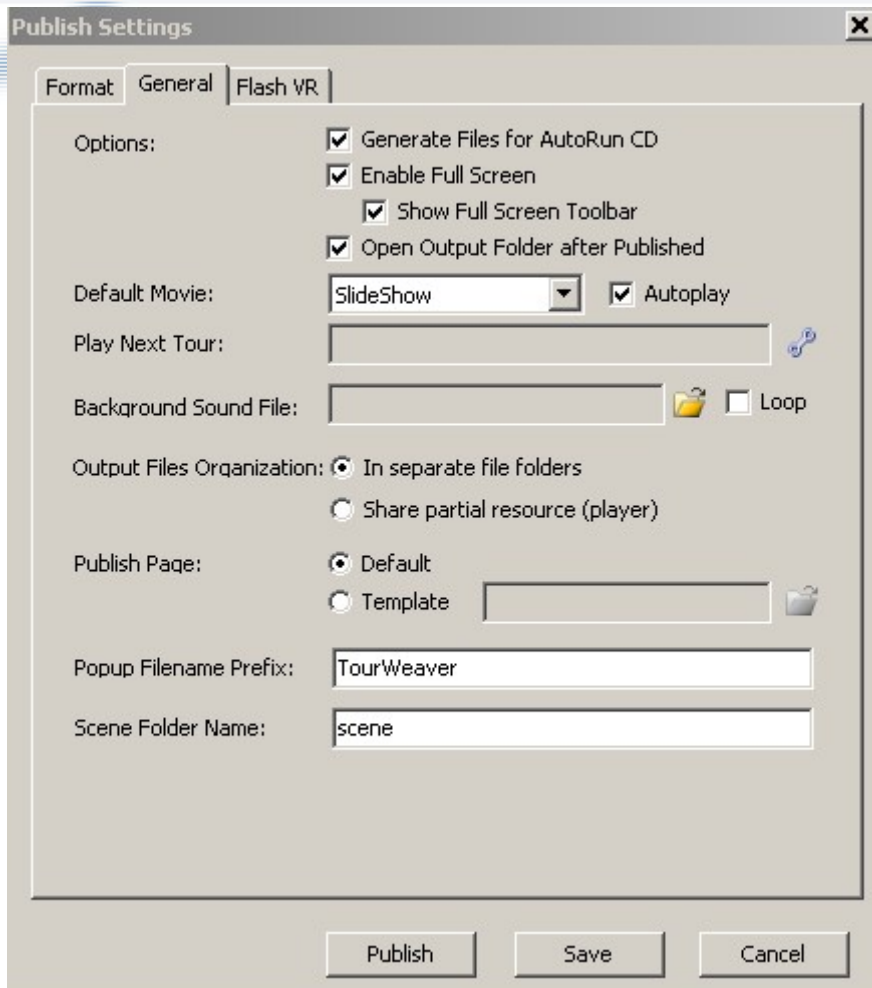
Generate Files for AutoRun CD: When this is selected, an autorun.inf file would be generated after publishing. This file together with the whole tour output is to be burnt onto CD. Then the virtual tour on CD can be autorun.

Enable Full Screen: Allow full screen mode when running virtual tour.

Initial Full Screen: Only when 'Enable Full Screen' is selected, this item will be enabled. When this is selected, tour would be run in full screen.

Note: Only the scene will be in full screen. All the other parts of tour skin would be hidden. When Show Toolbar is selected, then the toolbar would also be shown in full screen. The tour map will be displayed at top right corner when in full screen.

Show Toolbar: Only when 'Enable Full Screen' is selected, this item will be enabled. If this is selected, then the toolbar will be displayed as default under full screen. You can also show/hide the toolbar by right click the screen and use the popup menu. See the following:

💡 **Note**: In Tourweaver 4.00, the full screen toolbar can be customized. You can make your own toolbar skin in .fla format and copy it to the resource folder in the Tourweaver installation directory.

Open Output Folder after Published: When this is selected, the output folder will be opened automatically after publishing.

Default Movie: Set the movie which is to be run as default after tour loading.

Play Next Tour: You can link the current virtual tour to another tour here.

Quality: Set tour quality

Background Sound File: Add background sound for the selected movie.

Output Files Organization (Pro only): To set the mode how the virtual tour output files are organized. There are two options as below:

▶ **In separate file folders:** If selected, when you publish two tours at the same time, the output files of the two will be in separate file folder.

▶ **Share partial resource (player):** If selected, when you publish two tours at the same time, some output files could be shared like twviewer.swf, swfobject.js etc.

Publish Page: Contains default and template.

Popup Filename Prefix: Set the prefix for popup file name.

Scene Folder Name: It's the folder where the scenes are saved.

VT Thumbnail Size: To define the size of the tour thumbnail which is shown on the instruction html after the tour is published.

Flash VR Page

This page will only be displayed when you choose Flash VR selection at Format page.
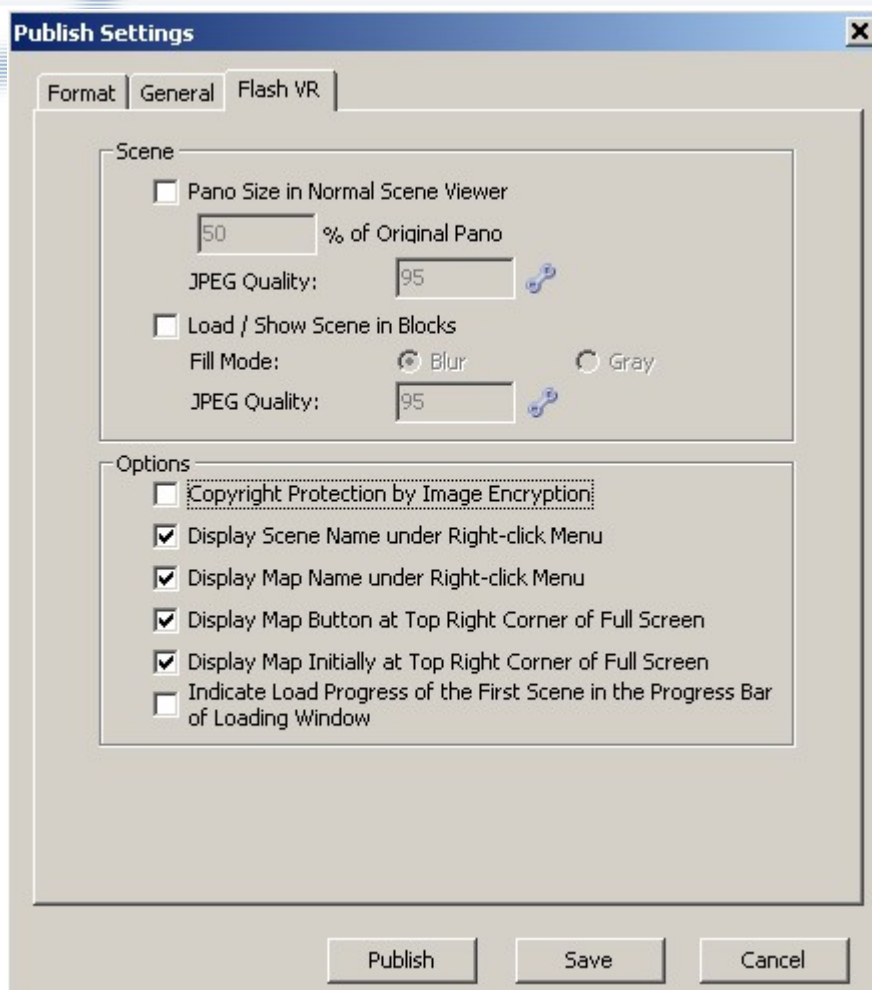
Scene:

> **Pano Size in Normal Scene Viewer (Pro only):** To set the percentage of the panoramic image in the scene viewer under the normal mode. If selected, the scene viewer will play the panoramic image in reduced size in the normal mode compared with the full screen mode.

> **Note:** Classification display is not available for still image.

> **JPEG Quality:** to adjust JPEG quality.
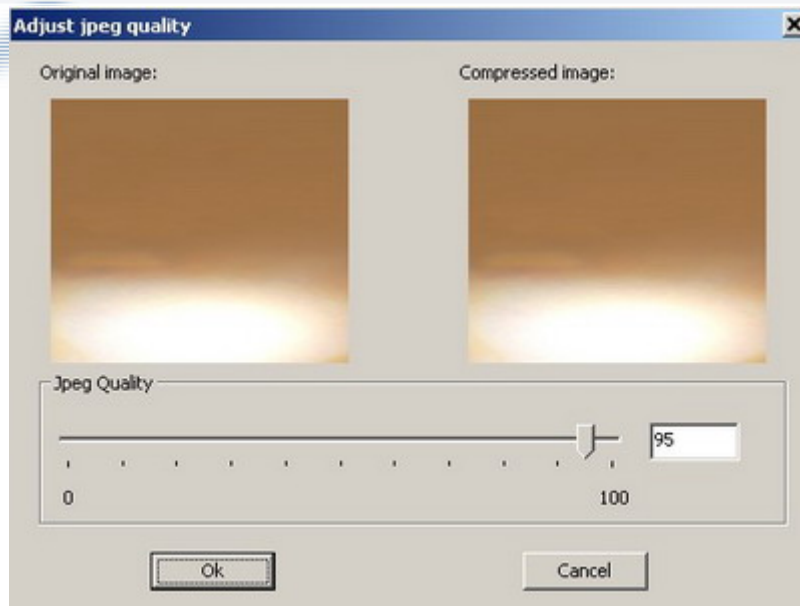
If the format you select is JPEG, click to adjust image quality in the pop-up window. Move the slider, or use arrow key to adjust JPEG quality. You may preview the result in Compressed Image area. JPEG quality is closely related with file size, so please select a proper value balancing file size and image quality.

▶ **Slice Display:** to speed up the tour loading. There are two filling models to set unit color: Blur or Gray.

Options:

▶ **Copyright Protection by Image Encryption:** If this item is selected, the scene images will be encrypted as JPE format with the original size. Therefore the others can't use or modify the scene images from tour. If not selected, the scene images will be kept as JPG format without change.

▶ **Display Scene Name under Right-click Menu:** If this item is selected, the relative scene names will be listed at the right-click menu.

▶ **Display Map Name under Right-click Menu:** If this item is selected, the relative map names will be listed at the right-click menu.

▶ **Display Map Button at Top Right Corner of Full Screen:** The map button will be displayed when tour runs in full screen mode. Otherwise, it'll not be shown.

▶ **Display Map Initially at Top Right Corner of Full Screen:** The map will be displayed initially when tour runs in full screen mode if this item is selected.

▶ **Indicate load progress of the first scene in the progress bar of Loading Window:** The loading of the first scene will be included in the loading process of the progress bar of loading window if this item is selected.

Run Virtual Tour

You can run virtual tour from local after you publish it. After you publish virtual tour, an output folder should be opened automatically. you can view the tour by double click on the generated html. (The *Open Output Folder after Published* selection at General page in publish settings window should be chosen)

Note: To run virtual tour in Flash viewer, Adobe Flash Player 9.0.28 or later version is needed. It should be noticed that the flash player installation package for Windows and Mac OSX are different.

To create or run a virtual tour in Java applet viewer, please use Tourweaver 3.00.

How to Run Virtual Tour in Full Screen

The two viewers including *Scene viewer*, *Map viewer* can be changed to run full screen. Open virtual tour and put your mouse on any of the viewers and double click. Then you can see that viewer by full screen. Another double click can bring full screen back to original size.

What's more, you can also add a button with full screen action to tour skin. When you want to change to full screen, you only need to press that button.

Note: In Tourweaver 4.00, the map will be displayed at top right corner when in full screen. The new feature enables you to use the map while the tour is in full screen.

Advanced Settings

Tourweaver 4.00 also provides *Advanced settings*. You can make preference settings on your own. Please click *Edit>Preference* to access the *Advanced settings*.

Note: Advanced settings only become effective to the operations after the settings.

Common Page

You can define undo levels and startup style under *Common* page
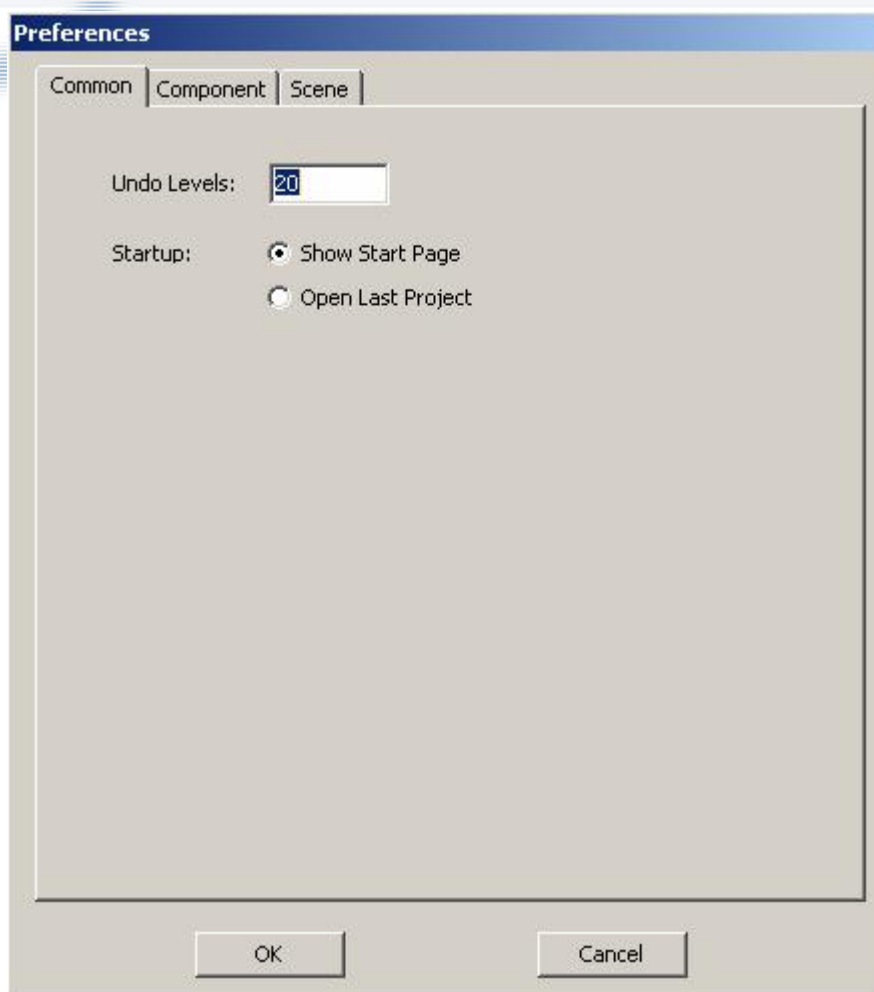
Undo Level: You can customize the undo levels which are the allowed times for undo
Startup: Define the default style to start the program. You can choose *Show Start Page*, *Create a Project* or *Open Last Project*.

Component Page

You can define the following four properties under Component page:
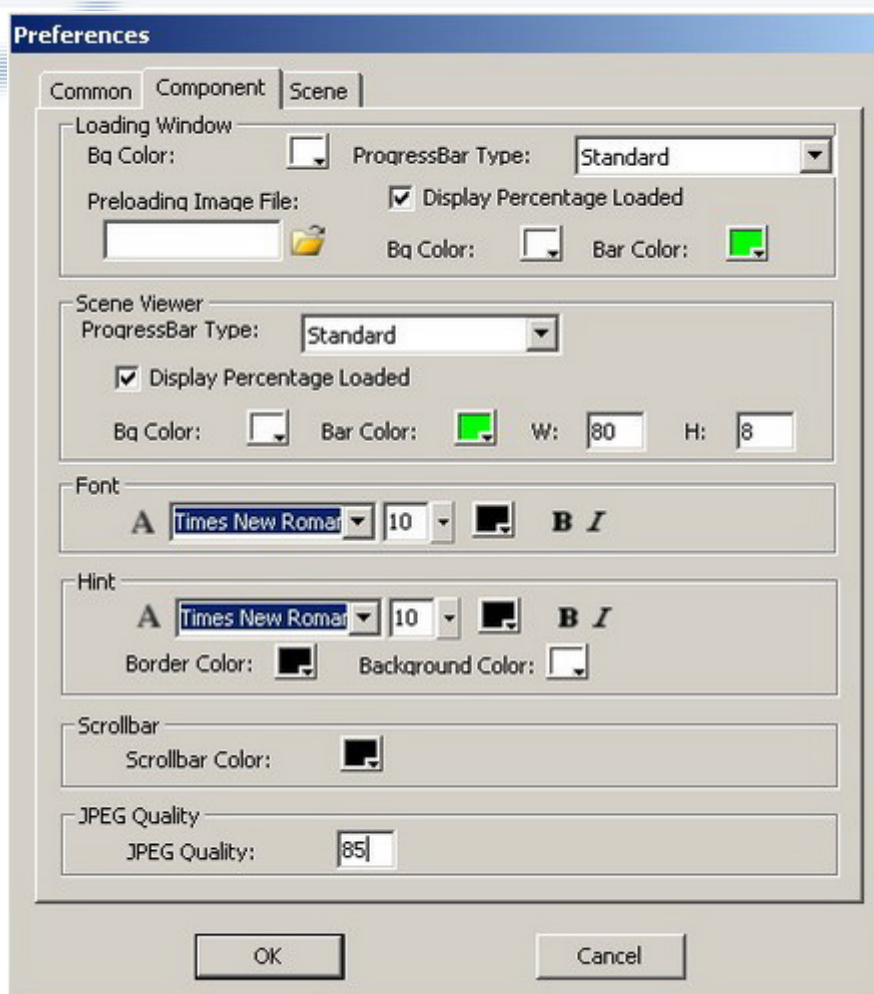
Loading Window: You can customize the background color of Loading Window and the color of waiting image and progress bar.

Font: To set the initial font for text on components.

Hint: To define the color, font, border color and background color for tour hints.

Scrollbar: Set scrollbar color.

JPEG Quality: To set the JPEG quality of the scene or map during slice displaying in the publish settings.

Scene Page

Scene page is where you can make settings for scene, including:
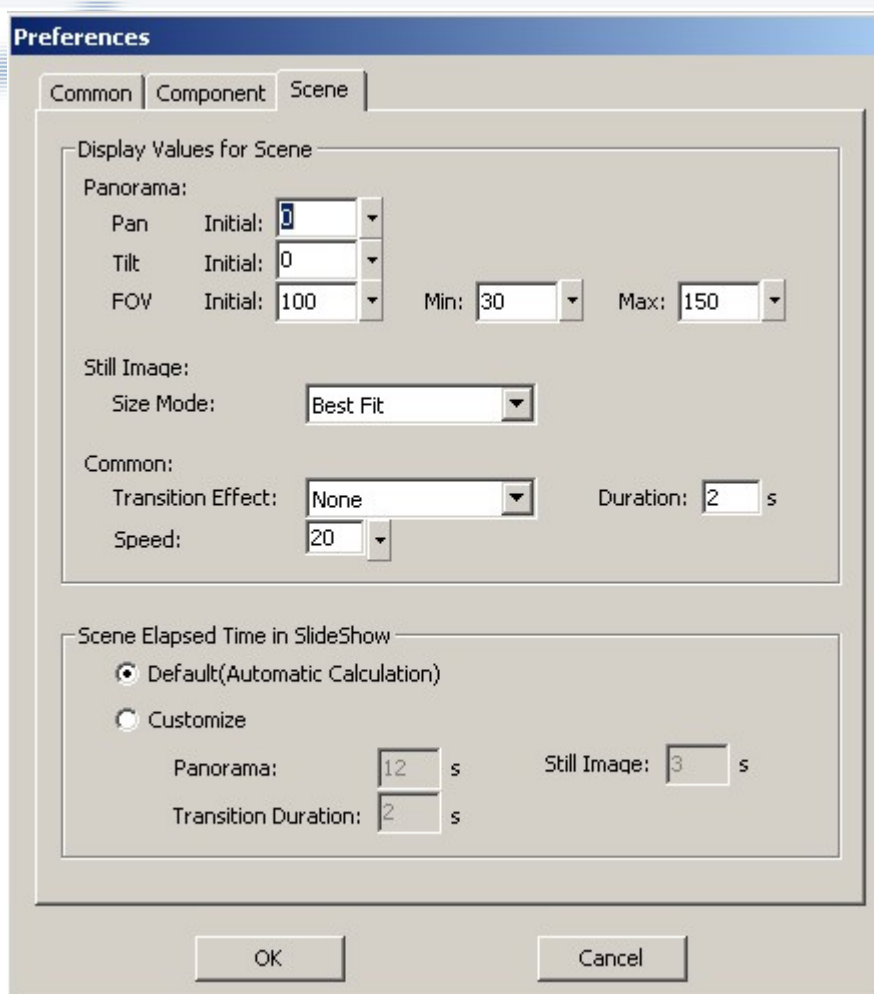
Display Values for Scene: Set the max and min value of FOV and initial value of Pan and Tilt for panoramas, also including the general settings of *Transition Effect, Duration* and automatic rotation *Speed*.

Still Image: Set size mode for still images.

Scene Elapsed Time in SlideShow: Set play time for panoramic scene and still scene; set duration period. The default value for panorama, still image and transition duration is 12s, 3s and 2s.

Library

Tourweaver 4.00 provides Library which is used for saving and organizing common resources including images, sounds and components.

Image Library

Image library is used to store and organize image resources. You can add images to Image library or delete images from the library. You can also organize these images.

All those images used in virtual tour can be added to Image library, including button images, hotspot images and radar images. If you want to apply the image from library, please select the component and drag the image which you want to apply to that component. Then this image would be applied onto the selected component. Take button as an example:

1. Select the button component which you want to customize
2. Go to the button Properties panel and choose 'Image' for its appearance. Put cursor in any of the three image boxes like Normal state box.
3. Select the right image you want to apply to the button from Image Library
4. Keep pressing the left key of your mouse and drag the mouse to any of the three state image boxes like Normal state.
5. Release your mouse and the image will be applied to the relative state image of that button.
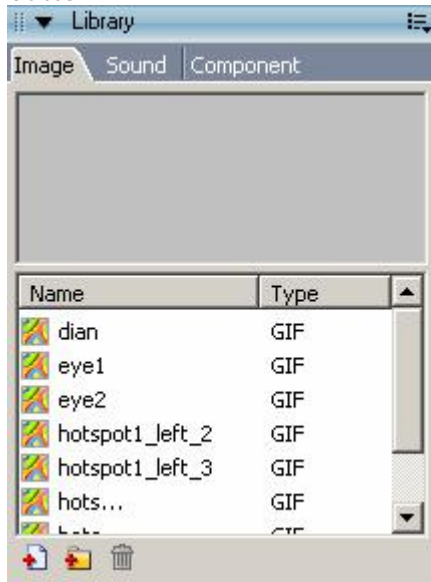
Add Image to Image Library

There are some images which are frequently used during making tour. You can add these images to image library for future use.

Please follow the steps below to add images to image library:
1. Open *Library* panel and choose *Image* page
2. Click 🗎
3. Choose the source image and add it to library

Delete Image from Image Library

You can also delete those images from Image library. Please follow the steps below to delete images from library:
1. Open *Library* panel and choose Image page
2. Select the image or folder you want to delete
3. Click 🗑

Organize Images in Library

You can customize your own folder to classify these images in library. Please follow the steps below:
1. Open *Library* panel and choose *Image* page
2. Click 📁 to new folder and name the folder, like "Button"
3. Select all these images which are relevant to button and keep pressing the left key of your mouse. Drag your mouse to the Button folder and release it. Then these images are removed into Button folder.

Sound Library

You can add sound files which are to be used in tour to Sound library.
The operation is similar to Image library. For more details, please refer to *Image Library*.
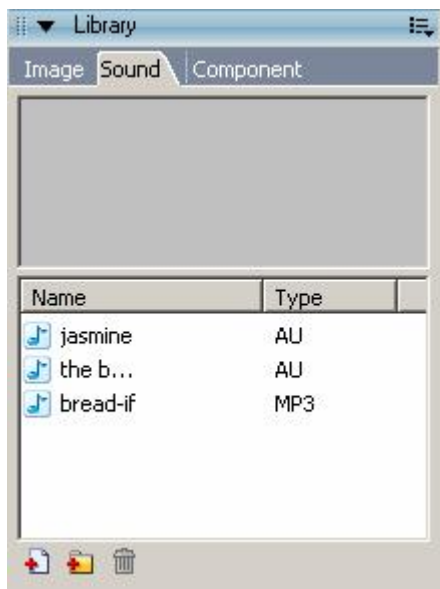
Component Library

Component library is a little different from Image library and sound library.
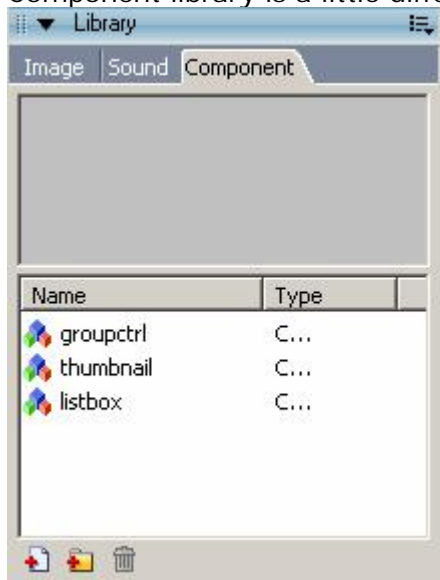
It's used to store those components which are already edited. For example, you've set a button with perfect three states images and an action of turning right. Then you can save this button to Component library. Next time, when you want to add such a button, you can directly apply this button from Component library.

Besides single component, you can also add component group to library. For example, there is a group containing left button, right button, up button, down button, zoom in button and zoom out button. You can add this group to library so that it can be directly used from library

instead of making from scratch.

The steps for adding component/group from library onto MainWindow are as below:
1. Select the component/group which you want to apply from library like Button
2. Keep pressing the left key of your mouse and drag it over to MainWindow.
3. Release your mouse and the component/group is applied onto MainWindow.

The steps for adding component/group to scene and map are same with the above.

Note: The hotspot component from Library can only be applied to scene or map; while Radar can only be applied to map. The other components can all be applied onto MainWindow.

Add Component/Group to Component Library

Before adding component to library, it should be edited in tour. Hence the steps are different from image and sound.

Take button component as an example:
1. Select the button you're going to add into library on MainWindow
2. Right click and choose *Save to Library* from the popup menu
3. Type the name for the button and choose the directory to save it in the popup setting window. Click *OK*. The button has been added to Component library then.

Note: After you add the component to library, all these connections to scene, map or movie will be lost then. For example, there is an action of linking to scene A in a hotspot. After you add this hotspot to library, the action will be lost.

Delete Component from Library

You can delete component from Component library. As to how, see *Delete image from library*

Organize Component in library

You can organize these components in library. As to how, see *Organize images in library*.

FAQ

General Concerns

▶ **Tourweaver:** Tourweaver is a virtual tour producer. It provides an easy way to create a rich and vivid immersive virtual tour.
▶ **Easypano Tourweaver Viewer:** It is a simple and humanized viewer to view the standalone virtual tour created by Tourweaver. The user may customize viewer's skin by themselves.
▶ **Virtual Tour:** A virtual tour is a series of scenes, i.e. panorama images, linked together, in which the viewer can "walk" from place to place in an environment as if you were really

there. Most of the scenes allow a 360 viewpoint. You can also zoom in to get a closer look in detail.

- **VT File:** The virtual tour project file created in Tourweaver 1.30 and previous versions.
- **TW File:** The virtual tour project file created in Tourweaver 3.00 and 4.00.
- **Frame:** Frame is the set of all picture elements that represent one complete scene image. One scene contains at least two frames which are the basic components of the tour path.
- **Scene:** As part of the virtual tour, a scene is a relatively short and continuous set of frames. By linking the scenes to each other, virtual tour is produced.
- **Movie:** Movie can be comprehended as directed guided walkthroughs of the frames. In a movie there are various frames that can be set at arbitrary position on the TimeLine. When the movie is being played, the frames will be presented in time sequence.
- **Hotspot:** Hotspots are clickable link areas within a panorama or a map, you can assign an action to a Hotspot. So when being clicked, depending on the action you assign to it, it will open a new panorama, slideshow, virtual tour, play an audio or video, open a web page or send an email.
- **Skin:** Skin refers to the appearance of the viewer. It consists of the background, button images and other features that you see around the viewer. The Skin allows the user who is viewing a presentation to interact with and control the media that is played inside the skin.
- **FOV:** FOV stands for the field of view which the camera lens can capture.
- **Pan:** Pan refers to the view in horizontal direction of panorama window.
- **Tilt:** Tilt refers to the view in vertical direction of panorama window.

Downloading and Purchasing

⊡**Where can I get the free trial version of Tourweaver?**
To download a trial version, please visit http://www.easypano.com/download.htm.

⊡**What's the difference between trial version and registered version? How to get the registered version?**
The software you have downloaded is just a trial version, and you need order and register to change it into a full version. Now our trial version allows the published virtual tours to be viewed on the web. In Tourweaver 4.00, the restriction has been changed from the watermark limitation in Tourweaver 1.30, to a pop-up dialogue box which warns user to register. This box pops up every 40 seconds until the whole virtual tour is closed. There are no such restrictions in the registered version.

Using Tourweaver 4.00

⊡ **The tour doesn't work properly in Flash viewer. Why?**
In Tourweaver 4.00, you can publish tour to flash viewer. But to run the flash tour, you should first ensure Adobe Flash Player 9.0.28 or later version is already installed.

⊡ **The sound doesn't play when running flash tour. Why?**
If you publish tour to flash, then only mp3 format is supported. The other formats like midi, au and wav aren't supported in flash.

⊡ **Can I use GIF as preloading image or other component face?**
Yes, you can. But only the first frame of the gif will be shown. Tourweaver 4.00 doen't support dynamic gif.

⊡ **Can I import swf file as a preloading image?**

Yes. Tourweaver 4.00 support swf for preloading image and also popup image.

⊡ **Does Tourweaver 4.00 support stream loading for flash tour?**
For now, Tourweaver 4.00 can realize stream loading in Flash viewer.

⊡ **Can I use Tourweaver in Macintosh?**
No. We are sorry that Tourweaver can be merely used in Windows OS for now. VmWare Fusion is suggested to be applied on a Mac to run Tourweaver. One of our clients has a Mac 24" 2.16 duoCore and it loads really fast. VMware is a good alternative and tourweaver works great, though we would suggest VMWare Fusion with XP, not with Vista. You could download the VmWare Fusion to have a try.

⊡ **Can I delete the frames on *SlideShow*?**
As introduced in Chapter SlideShow, *SlideShow* can be created and the frames on SlideShow can be deleted.

⊡ **What's Action?**
In Tourweaver 4.00, some components don't carry a default action. Besides *Properties* panel, they have *Action* panel. In *Action* panel, you can add different kinds of actions to the component. When the component is clicked or triggered, this action will be executed.

⊡ **What kind of components can actions be applied to?**
In Tourweaver 4.00, those components including *Button*, *Image*, *Text* and *Hotspot* have an Action panel where you can add a relative action to it to realize a certain function when the component is clicked.

⊡ **Why can't I add hotspots when I'm in Immersive state?**
When adding hotspot on Scene, there are two states: Flat and Immersive. After you add hotspots in Flat state, then you can switch to Immersive state and view the result. But you can't add or change the hotspot under Immersive state. If you want to modify the position, please return to Flat state.

⊡ **When adding hotspots on scene, if I want to switch to another scene, how do I do?**
Please choose the relative scene from the scene list under *List* panel.

⊡ **When editing tour movie, how to change the current scene?**
You can find a scene list right below Main Window. Just select the right scene from this list. Remember not to choose the scene from scene list under List panel.

⊡ **I have changed the image order in the *List Panel*. Will this operation affect the frame sequences in the movies?**
Move the image files up or down may bring about sequence changes of the frames on *SlideShow*. Hence this *SlideShow* may have a different presentation. But this operation does not affect other movies you've created by yourself.

⊡ **I am a newbie, what is center position of the view of still images and Pan, Tilt, FOV of panoramas?**
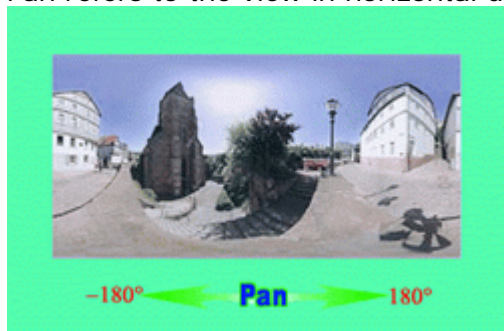Center position of the view refers to the position of initial viewer center.

FOV is the field of view, the smaller the FOV, the closer you are to the scene in the panorama.
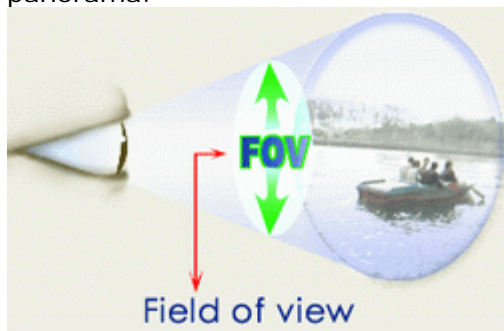
Pan refers to the view in horizontal direction of panorama window.

Tilt refers to the view in vertical direction of panorama window.

⊡ **What kind of source files can Tourweaver 4.00 support?**
Tourweaver 4.00 is a more powerful and professional virtual tour creating tool than Tourweaver previous versions. It can support various source files, involving spherical panorama, cylindrical panorama, still image, cubic, single fisheye image, Kaidan oneshot and RemoteReality oneshot.

⊡ **Can I copy the .jar file of Tourweaver 3.00 to the output folder of Tourweaver 4.00?**
No. They apply different viewer and algorithm. Therefore, do not copy the .jar file generated by the former versions to the output folder of Tourweaver 4.00 and vice versa.

◻ **Is it possible to put component on the viewer in Tourweaver 4.00?**
In this new version, some components like button, map etc. can be put on the scene viewer. You can set up them by the layout toolbar.

◻ **Which image type should I choose when adding my one shot panoramic image?**
The one shot types supported in Tourweaver 4.00 are Kaidan One Shot, Remote Reality One Shot and 0-360 One Shot. If your one shot panoramic image belongs to one of the three types, you could select a corresponding one when adding it.

◻ **If I replace tour skin with a new one, can I save the content of the old Textarea and Thumbnail and apply them to the new ones on new skin?**
Yes, in Tourweaver 4.00, the content of Textarea, Thumbnail, ComboBox and ListBox can all be applied to the relative new ones on new skin. But if there is no corresponding component on new skin, then after replacing the old one, the content of these components will be lost. What's more, if there are several Textarea components on old skin, while only one Textarea on new one, then it's random that which Textarea can be remained to new skin. The same to Thumbnail, ComboBox and ListBox.

Technical Support

Before you contact technical support, have you:
▶ Read and followed the instructions provided in the users manual at http://www.easypano.com/download/tw_manual.pdf
▶ Visited the support column in http://www.easypano.com for updated troubleshooting information

You can get technical support by one of the following methods:
Email: support@easypano.co
Web: http://www.easypano.com