MapsAlive® User Guide

Tour Layout

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1 Introduction

What is this guide about?
This guide introduces the different elements of a MapsAlive tour and explains how to customize the design and layout of your tours. It covers:

- The structure of a MapsAlive tour
- Planning a new tour
- Canvas area
- Common tour elements including title bars, footers, menus and banners
- Working with layouts
- Choosing a tour size
- Tours with multiple maps
- Navigating with menus
- Banners
- Popup vs. tiled hotspot content
- Troubleshooting your layout

Who this guide is for
This guide is written to help you understand the wide range of layout and design options available in MapsAlive. It provides an overview of the elements of a MapsAlive tour and helps you make decisions about how you want your tour to look.

How to get more information or assistance
If you need more details, a better explanation, or just a little bit of hand-holding, we are here to help. Please email questions to support@mapsalive.com.

You can find other MapsAlive User Guides at http://www.mapsalive.com/LearningCenter.
2 Terminology

MapsAlive
MapsAlive is a web application that runs in your PC or Mac browser with a high-speed internet connection. There is no software to install and you are always using the latest version.

Tour Builder
The MapsAlive Tour Builder is where you create, edit, and publish interactive maps. When you login to your MapsAlive account you can use the Tour Builder to upload map images and photos, enter text, create hotspots, choose layouts, and set the appearance and behavior of your interactive maps.

Tour
A tour is one or more interactive maps and data sheets that are usually related to each other. Many tours might only have one map. Other tours, like a house tour, might have several floor plans together in one tour to let a prospective buyer explore the house. You publish your tour when you are ready for other people to use them.

Map
A map is a component of your tour that serves as a container for a single map image, the map’s hotspots and hotspot content. You upload a map image and add hotspots to the map using the Tour Builder.

Data sheet
A data sheet contains photos, text and other information related to your tour, but it has no map. A data sheet might be used to display introductory text, contact information, specifications, or similar non-interactive content.

Map Image
A map image can be any image such as a diagram, floor plan, geographic map, or even a photograph. You can think of it as a background layer beneath a layer of hotspots. You upload one map image for each map in your tour.

Hotspot
A hotspot is a location on an interactive map that shows content associated with that location when the mouse moves over it, off of it, or clicks it. The size, shape, and appearance of a hotspot are indicated by a marker.

Hotspot Content
Hotspot content is the information associated with a specific hotspot such as photos, text, and videos. When the mouse moves onto or clicks a hotspot, the content displays. A hotspot can also have an action associated with it.

Marker
A marker can be an image (like an arrow), a visible shape (like a rectangle or polygon), or an invisible shape, that marks the presence of a hotspot on a map. Each hotspot on a map has a marker associated with it. The marker can be unique to one hotspot or the marker can be used by several hotspots.

Tiled versus Popup Content
Tiled content means that your hotspot content displays alongside the map – both the content and the map display within the rectangular canvas area. Popup content is hotspot content that displays in a rectangular area that pops up on top of your map when you mouse over a hotspot on the map.

Canvas
Every tour has a canvas area that displays one map or data sheet. For maps with tiled content, the canvas area contains the map image and the hotspot content. For maps with popup content, the canvas area contains only the map image. For data sheets, the canvas area contains the photo and text for the data sheet.
3 Layout of a MapsAlive Tour

A MapsAlive tour can display an interactive map, a gallery of photo markers, or a data sheet. A tour can consist of one or more pages – each page contains one interactive map, one gallery, or one data sheet. A gallery is a special kind of interactive map with photo markers that are automatically created from images uploaded into your tour. They are ideal for displaying a gallery of photographs, artwork, or any collection of images that don’t necessarily need a location based underlying map image. Data sheets are pages that contain images and text, but no map – they are useful for including additional information in your tour that is not associated with a map.

This guide covers the layout of pages in a MapsAlive tour. The examples generally show pages with interactive maps, but the layout concepts apply to pages with galleries and data sheets as well. To learn more about galleries and layout concepts specific to galleries, see the MapsAlive User Guide to Web Galleries.

3.1 Tour Size
MapsAlive generates HTML and other files that run in a browser to display a tour’s maps, galleries, and data sheets. You can view a tour as a standalone web page, or embed a tour inside another web page. See the MapsAlive User Guide for Integrating Interactive Maps to learn more about the different ways to use your tours.

A tour’s width and height when displayed in a browser – or within another web page – is determined by the tour’s layout. Using the Tour Builder’s layout features, you can make a tour display at whatever size you need.

3.2 Tour Layout
A tour always has a canvas area that contains an interactive map, a gallery, or a data sheet, and the tour can also have other optional elements like this:
The simplest tour consists of a single map and no optional elements. In the tour below, the map occupies the entire canvas area and the tour size and the canvas size are the same.

You can add optional elements to your tour such as a banner, menu, title bar and footer. These elements and the canvas area are contained within the tour like this:
When your tour has more than one page, the tour size and the canvas area dimensions are the same for all maps, galleries, and data sheets. You can use map images of different sizes, but they will always be displayed within the same canvas area width and height.

The important things to remember about the structure of a tour are:

- The canvas area is required.
- All other elements are optional.
- The interactive map is displayed in the canvas area.
- All maps, galleries, and data sheets in a tour have the same canvas size.
- The tour size is the same for all maps, galleries, and data sheets.

### 3.3 Canvas Area

Every tour has a canvas area. The canvas area is the part of your tour that displays the interactive map plus images, text or video. For galleries, the canvas area displays the photo markers and associated images. Text and video associated with data sheets are also displayed within the canvas area. When a tour has multiple pages, only one map, gallery, or data sheet occupies the canvas area and is visible at a time.
When you first create a tour, MapsAlive automatically places your map, image and text within the canvas area. The following example shows two maps in the same tour, each with a different map and layout:

![Two maps in a tour](image)

**Figure 4 – Tour showing different layouts for each map**

Figure 4 shows a tour with two different maps. The first map is a floor plan along with an image and text area. The second map in the same tour displays an aerial photo as the map. On this second map, images and text are displayed in popups (not shown) when you mouse over hotspots (blue arrows) on the aerial photo. Notice that the canvas area is the same size for both maps. For the first map of the tour, the elements fill the canvas area, but the second map does not completely fill the canvas area because the shape of the map does not match the shape of the canvas area. This results in the extra blank space below the map.

When you have a tour with more than one page, remember that the canvas area always has the same dimensions. This means that if the dimensions of your map (and image and text areas) do not match the dimensions of the canvas area there will be blank space on the right or the bottom.

### 3.4 Title and Footer

You can add a title bar to your tour. The title bar always displays above the canvas area and, if you have one, the top menu of the tour – see Figure 1 and Figure 3. By default the title bar shows the name of your tour, but you can display your own text in the title bar. The title bar is a fixed height and the font color and text color are part of the Color Scheme for your tour. You can choose a different Color Scheme by choosing **Tour > Tour Setup** or **Layout > Advanced Tour Layout** in the menu. In addition, you can edit a color scheme to control the individual colors or create your own color scheme.
You can also add a header stripe and/or a footer stripe to your tour. These are bands of color that display above and below the canvas area and can make a nice border for your canvas area. You can choose to display one or both stripes with or without the title bar. The color of the header and footer stripes is dictated by the Color Scheme selected for your tour.

You can display a line of text, called the footer, at the very bottom of your tour below the canvas area and the optional footer stripe. This line of text can include a link to your web site or your email address. The footer is not part of the canvas area and it is not counted in the tour height. In other words, it is outside the tour dimensions.

To change the title and footer options choose Layout > Advanced Tour Layout in the menu.

3.5 Menus
When your tour has more than one interactive map, gallery, or data sheet, MapsAlive automatically adds a menu that lets you navigate between pages. You can display the menu above the canvas area or to the left of the canvas area. You can choose between three styles for the menu or turn the menu off altogether. See section 7 for details on adding and configuring menus.

3.6 Banner
You can add a banner image to the top of your tour to add interest or provide valuable information such as your company name and contact information. When you add a banner image it displays above any title bar, header stripe or menu included in your tour. See section 8 for details on adding a banner to your tour.
4  Planning a New Tour
The Tour Builder lets you create a new tour, upload your map image, add images, text, and video, and publish your tour for use on the web. When you create a new tour, MapsAlive chooses many defaults for you including the tour size and layout. You can modify any of these settings to suit your needs. Section 5 discusses how to choose or modify your tour layout.

Here are some questions to ask when you are creating a new tour. These design considerations will make it easier to get started and result in a tour that works well for your map and images.

1. **Will the tour be used standalone or will it be embedded in a web page?**
   If your tour will be used as a standalone web page, you can make the tour dimensions any size you want, keeping in mind that if the tour is larger than will display on common computer or laptop screens, viewers of your tour will have to scroll to see the entire map. If your tour will be embedded within a web page, determine how much space you will have available to display your tour.

2. **How large and how detailed is your map?**
   If your map has lots of detail or is large, you might want to make your tour larger to make it easier to see the map. You can also use the MapZoom feature to allow users to zoom in to see detail.

3. **Do you want to display your photos and text alongside your map or do you want them to popup on top of the map when you mouse over a hotspot?**
   If you want to display photos and text alongside the map in the canvas area choose a tiled layout. The content associated with the current hotspot is always visible so a tour with a tiled layout requires room for both the map and the content at the same time.

   Popup content is displayed on top of the map when you mouse over a hotspot. Because they “pop up” they are not part of the canvas area and so you can use more room for the map. If you need to display your tour in a relatively small space, popups may work well. If you have lots of space and want your hotspot content to be always visible, use a tiled layout. See Section 6 for more details on choosing a layout type.

4. **Do you have multiple maps?**
   If you plan to display more than one map, consider the size and aspect ratios of the maps. Because the canvas size is the same for all maps in your tour you should determine if each map will fit well within the canvas area. If your maps are vastly different in size or aspect ratio, consider creating more than one tour so you can choose an appropriate canvas size for each map. If all your maps are the same or similar in size and aspect ratio, creating one tour with multiple maps should work well.

5. **Do you want to display a title bar, footer, banner, or menu?**
   All of these elements take up space within your tour so you will need to choose a tour size that will accommodate the elements you want plus the canvas area size.
5 Layouts

5.1 Introduction

A MapsAlive tour consists of the canvas area and optional tour elements such as the title bar and menu. When you first create a tour, you can choose approximately how big you want your tour to be when it appears in a browser or within a web page. MapsAlive places your map within the canvas area and adjusts the actual tour size to best fit the size and aspect ratio (the ratio of the width to the height of your map image) of your map. The canvas area and any optional elements are placed within the maximum tour dimensions you chose, but you can change the tour size at any time. Your map, image, and text are placed within the canvas area.

The canvas area always has a layout that defines the arrangement and size of the map area, image area and text area within the canvas. The image area contains your photo, image, video or other media. The text area is used to enter descriptive text and can include formatted text, hyperlinks, and HTML.

You can choose to display your map alongside your photos, videos and text. This is called a tiled layout. Or you can display your photos, videos and text in popups that display on top of the map. When you use a tiled layout, the canvas area includes the map area, image area and text area. When you use popups, the canvas area includes only the map area.

![Diagram of tiled and popup layouts](image)

The image on the left in Figure 5 shows one possible tiled layout – in this case the map area is on top and the hotspot content (image area and text area) displays below the map. The image on the right in Figure 5 shows a popup layout. Notice that only the map displays in the canvas area. The popup contains the image area and text area. Again, note that the map image does not fill the entire canvas area. This is because the canvas area is the same size for both maps, but the size of the second map does not match the canvas area size resulting in blank space below the map. To learn more about choosing tiled or popup layouts see Section 6.
When you choose a tiled layout, MapsAlive automatically chooses a canvas layout that will result in a pleasing arrangement. However, you can change the overall size of your tour or rearrange the elements within the canvas area. The sections that follow discuss how to modify your layout and tour size.

### 5.2 Auto Layout
Auto Layout is a powerful feature designed to produce the best layout based on your map image and the size of the image or photo that you upload for your first hotspot. When you create a new tour, MapsAlive analyzes the aspect ratio of your map and chooses a layout that works well. Whenever you choose a new layout, change your tour size, add or remove title bars and other tour elements, or make changes to your margins and spacing, Auto Layout adjusts your tour size and layout automatically.

If your tour images vary widely in size, keep in mind that Auto Layout chooses a layout based on the image you upload for your first hotspot. If that image is much smaller or much bigger than the other images in your tour, you may need to adjust your layout to work well for all your image sizes.

You can run Auto Layout manually if you want MapsAlive to reanalyze your tour layout, but you rarely need to do this because it is run automatically as you make layout changes. However, if your tour has multiple maps, galleries, or data sheets, running Auto Layout manually can be useful if you want to make layout changes based on the current page. See Section 5.8 for layout considerations with multiple pages.

### 5.3 Tour Size
There are three ways to control the size of your tour:

- Maximum canvas size
- Maximum tour size
- Exact tour size

To change your tour size choose **Tour > Tour Setup** or **Layout > Advanced Tour Layout** in the menu. You can choose how you want to control the width and the height of your tour and specify the sizes in pixels. You can choose any combination of the options described below.

Generally, choosing either Max Tour Width/Height or Max Canvas Width/Height will result in the best overall layout because MapsAlive can adjust the canvas size to best fit your map and content within the maximum dimensions you specify. If you want one dimension to be a certain width or a certain height, choose Exact Tour Width or Exact Tour Height and then let the other dimension vary by choosing either a max tour or max canvas dimension. Only choose Exact Tour Width and Exact Tour Height if your tour must be a specific size.

**Exact Tour Width**

Lets you specify the exact width of your tour. The canvas area plus the left menu, if any, will display within the width you specify. If your tour's content does not fill this width, there will be blank space on
the right of the canvas area. To avoid extra space, choose Max Tour Width instead so MapsAlive can squeeze out the blank space.

Note that when a tour has a banner, Exact Tour Width is the only option allowed because the banner width dictates the width of the tour.

**Exact Tour Height**

Lets you specify the exact height of your tour. The canvas area plus any optional elements will display within the height you specify. If your tour’s content does not fill this height, there will be blank space on the bottom of the canvas area. To avoid extra space, choose Max Tour Height instead so MapsAlive can squeeze out the blank space. If you have a footer, it is not included in the tour height.

**Max Tour Width**

Lets you specify the maximum width of your tour. When you choose this option, MapsAlive will adjust your map, image, text, and left menu (if present) to best fit within this dimension. The actual width of your tour may be less than the maximum tour width you specify if the size and shape of your map and image would fit better in a slightly narrower width. Choose this option if you want to be sure your tour width does not exceed the specified value, but it is ok if it is somewhat less than the maximum.

**Max Tour Height**

Lets you specify the maximum height of your tour. When you choose this option, MapsAlive fits your map, image, text, top menu (if any), title area, and header and footer stripes (if any) within the maximum height specified. The actual height of your tour may be less than the maximum tour height you specify if the size and shape of your map and image would fit better in a shorter height. Choose this option if you want to be sure your tour height does not exceed the specified value, but it is ok if it is somewhat less than the maximum.

**Max Canvas Width**

Lets you specify the maximum width of the canvas area of your tour. MapsAlive arranges your map, image, and text to best fit within this width. The actual width of your canvas area may be less than the maximum canvas width you specify if the size and shape of your map and image would fit better in a narrower width. Optional tour elements are added outside the canvas area which increases the overall tour width. Your tour width is the canvas width plus the width of the left menu, if any. If you do not have a left menu, the canvas width and the tour width will be the same. The canvas width depends on the layout you are using, but if your layout includes elements that are side by side (e.g., map on left, image on right), the canvas width includes the width of the canvas area elements + the width of the canvas spacing.

The advantage to setting the maximum canvas width instead of the maximum tour width is that the size of your map and image are not affected if you add or remove a left menu.
Max Canvas Height
Lets you specify the maximum height of the canvas area of your tour. MapsAlive adjusts your map, image, and text to best fit within this height. Your tour height will include the canvas height plus the banner height, title bar, header and footer stripes, and top menu, if any. The actual height of your canvas area may be less than the maximum canvas height you specify if the size and shape of your map and image would fit better in a shorter height.

The advantage to setting the maximum canvas height instead of the maximum tour height is that the size of your map and image are not affected if you change your banner, title bar, header and footer stripes, or top menu.

The following definitions explain how MapsAlive calculates the tour and canvas sizes:

Canvas width – the canvas width depends on the layout you are using, but if your layout includes elements that are side by side (e.g., map on left, image on right), the canvas width includes the width of the canvas area elements + the width of the canvas spacing.

Canvas height – the canvas height also depends on the layout, but if your layout includes elements that are above and below each other (e.g., map on top, image on bottom), the canvas height includes the height of the canvas area elements + the height of the canvas spacing.

Tour width – the width of your canvas area + the width of the left menu, if any.

Tour height – the height of your canvas area + the height of the title bar (currently 30 pixels) + the height of the header stripe (currently 8 pixels) + the height of your banner + the height of the footer stripe (currently 18 pixels). If you have a footer, it is not included in the tour height.

5.4 Layout Choices
You can choose a different arrangement of the canvas area of your tour. When you choose a new layout, MapsAlive rearranges the map, image area and text area within the canvas area, but does not affect the position of your banner, title, bar, or menu if these are part of your tour.

Tiled Layouts
If your map uses a tiled layout, you can select a different layout by choosing Layout > Template Choices in the menu. The Template Choices screen displays thumbnails for 39 layouts. These are all the possible combinations of the map area, the image area and the text area of your tour. The thumbnails offer a preview of the map including any optional elements you have chosen for your tour, such as the title bar, menu and footer.
In Figure 6 the current layout choice is outlined in red. The other choices show what the tour would look like if you rearranged the map area, image area and text area to different locations within the canvas area by choosing a different layout. Notice that the optional elements within the tour (like the title bar) are not rearranged.

When you choose a different layout, the resulting tour size may change because MapsAlive arranges the map, image and text areas within the canvas to minimize white space and still allow enough room for each area so your images and text do not get too small. You can adjust the size of both the tour and each area within the canvas if you want to allow more or less room for your image or text, for example.

If your map is taller than it is wide, you may find that a layout with the map on the left or right and your content next to the map works well. If your map is wider that it is tall, layouts with the map above or below the content often look better. But, you will also want to consider the overall tour size and the size of your images when making a layout decision.
If your hotspots display only an image, or only text, you can choose a layout that only displays those elements. You can also choose a layout that displays only the map (this results in the map occupying the entire canvas area and is similar to the effect you would get if you chose popups instead of a tiled layout).

**Popup Layouts**
If you are using popups, you see thumbnails for six layouts. In this case, the layouts are for the hotspots content only because with popups the map occupies the entire canvas area and there is no other possible arrangement for the map. The six popup layouts let you choose to display the image and text side by side, one over the other, or you can choose to display the image only or to display the text only within the popup.

You can experiment with which layout looks best for your particular map and content by clicking on one of the thumbnails. Click **Tour Preview** to see what the new layout looks like.

**5.5 Margins and Spacing**
You can control the amount of space that appears around the canvas area or around the content in popups by setting the margins. You can control the amount of space that appears between the map, photo, and text within the canvas area or between the photo and text in popups by setting the spacing. You can set the margins and spacing individually for each map and data sheet in your tour.

**Maps with tiled layouts and Data sheets**
To control the amount of space between the edge of the canvas area and the content within the canvas area you can set the top, right, bottom, and left margins. When you increase the margins the sizes of the map area, image area, and text area within the canvas area may be reduced as well because the margins and the content must fit within the same space.
The image on the left in Figure 8 shows a tour with margins set to zero. Notice there is no space around the outside of the floor plan or the photo. The image on the right shows the effect of changing the margins to 20 pixels. Now there is a 20 pixel margin around the entire canvas area. The canvas color shows in the margins, which in this example is gray. As a result, the map, image, and text areas have been reduced because the overall canvas size remains the same.

You can also specify how much horizontal and vertical blank space appears between your map, image and text area. Just like the margins, the horizontal and vertical spacing is considered part of the canvas area. When you change the spacing, the size of the map area, image area and text area may also change so that all elements plus the spacing and margins fit within the canvas size. In Figure 8, the spacing is set to 8 pixels for both the left and right examples. You can see the spacing between the floor plan and the image and between the image and the text.

To change the margins or spacing for a map with a tiled layout choose **Layout > Margins and Spacing** in the menu.

**Maps with Popup Content**
For maps with popups, you can control the map margins as well as the popup margins and spacing. Remember when you are using popups, the canvas area only contains the map. Thus, when you change the map margins you are affecting the space around the map image only. To change the map margins for a map with popups choose **Layout > Map Margins** in the menu.

To control the amount of space between the edge of the popup and the content within the popup you can set the top, right, bottom, and left margins. And to control the amount of space between the image and text areas of the popup you can set the spacing. You change the margins and spacing for the popups by choosing **Popup > Size and Appearance** in the menu.
5.6 Adjusting Your Layout Manually

You can fine tune your layout by making manual adjustments to change the amount of space available for your map, image, and text. For maps with a tiled layout, the Layout > Splitters screen displays a preview of your tour layout along with horizontal and vertical sliders along the top and left sides of the preview. These sliders let you override the size of the areas that were chosen by Auto Layout.

You can drag the yellow and orange sliders to change the width or height of the elements within the canvas area. When you drag a slider, the width or height is locked at whatever value you choose. You can drag again to change the value. The effect of locking the positions is that when Auto Layout runs, it does not change any locked widths or heights. This allows you to choose a specific size for your image area, for example, and not have to worry about MapsAlive resizing the image area the next time Auto Layout runs.
Figure 10 – Horizontal and Vertical Sliders

Figure 11 shows the horizontal and vertical sliders in the positions determined by Auto Layout. In Figure 11 the horizontal orange slider has been moved to the right to set the image area width to 275 pixels wide. This makes the images larger, but also results in white space to the right of the map because the map has been scaled to fit the new size of the map area.

Figure 11 - Effect of changing the image area width
The Splitter Options checkboxes are automatically checked whenever you drag the sliders. This locks the size of the corresponding area so Auto Layout will not adjust its size. If the splitter option is checked, the value will appear in red and Auto Layout won't adjust it.

If you uncheck the option, Auto Layout runs automatically to readjust your layout to what it determines is the best location. In the example in this section, unchecking the Set Image Area Width checkbox will result in Auto Layout adjusting the tour layout back to the sizes shown in Figure 10.

Similar manual adjustments can be made to popup content. The Popup > Splitter screen displays a preview of the popup layout and either a horizontal or vertical slider because you can only adjust one or the other. In Figure 13, dragging the yellow slider reduces the image area size and increases the text area size. Dragging the yellow slider down increases the image area size and decreases the text area size.

When you uncheck one of the Splitter Options, Auto Layout runs immediately and adjusts the image and text area sizes.
5.7 Auto Layout Minimum Values
MapsAlive uses Auto Layout Minimum values to control the minimum amount of horizontal and/or vertical space reserved for the text area of your content whenever Auto Layout is run. Without these values, Auto Layout would not know how to set the width or height of the text area. Whenever Auto Layout runs, MapsAlive arranges the canvas area or your popup content according to the layout you chose and adjusts the size of your map, image and text area such that the width and height of the text area is never less than the minimum sizes specified. The default minimum text area width is 200 pixels and the default minimum text area height is 100 pixels.

To change these values choose Layout > Splitters or Popup > Splitter in menu.

5.8 Tours with Multiple Maps, Galleries, and Data Sheets
Because a tour has a specific size, each page in the tour will be exactly the same size. This is by design to avoid increasing or decreasing the tour size as you navigate to different maps, galleries, and data sheets. Otherwise your tour would jump up and down when moving between pages, which is usually not desirable.

However, if your map images are not the same size and/or aspect ratio, finding a suitable layout that works for all your maps can be a little more work. For example, you may find a tour size and layout that works well for a map that is wider than it is tall, but when you add a second map that is taller than it is wide, the canvas area layout for the second map may result in your map or image being too large or too small. This is a bit like a puzzle.

When you add a new map, MapsAlive chooses a layout for the new map based on the map image you upload and the size of the canvas area. In most cases this works well, but if the new map is very different in size or aspect ratio, MapsAlive may not be able to squeeze out all the white space because it does not adjust the canvas area size. An example of a tour with two different map sizes is illustrated in Figure 4. In this case MapsAlive cannot fill the entire canvas area with the second map (aerial photo) because the aspect ratio of the map does not fit the space.

Running Auto Layout on tours with multiple pages
Changing certain layout options, like modifying your tour size, causes Auto Layout to run automatically. When Auto Layout runs on a tour with more than one page, the currently selected map, gallery, or data sheet is used to calculate the new tour size. Likewise, if you manually run Auto Layout for a tour with more than one page, MapsAlive adjusts the tour size and canvas size using the currently selected map, gallery, or data sheet. Changing the tour size affects all pages in your tour.
6 Choosing How to Display Your Content
When you first create a tour, you can select either a tiled layout or a popup layout. You can switch between tiled and popup layouts at any time by choosing Map > Map Setup in the menu and clicking the appropriate radio button.

6.1 Popup content
Popups pop up on top of your map when you mouse over a hotspot on the map. Using popups makes more room for your map by removing your photos and text from the canvas area. Depending on your content you can choose from several layouts for popup content (see Figure 7):

- Image area over text area
- Text area over image area
- Image area on the left with text area on the right
- Text area on the left with image area on the right
- Image area only
- Text area only

All popups associated with one map or gallery use the same appearance, size, and behavior settings. You can choose different appearance, size, and behavior settings for each map or gallery in your tour.

6.2 Popup appearance
You can change the appearance of your popups by setting the popup border color and thickness and choosing a background color.

You can display an arrow that extends from the popup to point to the popup’s marker. This helps viewers find the location of the hotspot when it is selected from the directory. MapsAlive automatically displays the arrow on the top, right, bottom or left side of the popup depending on where the popup is
positioned relative to its marker. Currently you cannot change the appearance of the arrow, but you can choose a small arrow, large arrow, or no arrow. Figure 14 shows a popup with a small arrow, a white background and a 1-pixel gray border.

You can choose to have your popup background color coordinate with your tour color scheme or you can choose your own color. If the popup background color uses the tour color scheme, it will automatically change if you choose a different tour color scheme. The popup background color is visible in the space reserved for the popup margins and spacing and is also used as the background color for the text area of the popup. Figure 15 shows the same tour in the Ocean color scheme that comes with MapsAlive. The popup background color and text color automatically come from the tour color scheme.

![Figure 15 - Popup using colors from the tour color scheme](image)

To change the appearance of popups choose **Popup > Size and Appearance** in the menu.

### 6.3 Popup size

You can set the size of popups to display any size images or other content. When setting the dimensions of your popups you specify a maximum width and a maximum height. If your photos and text are smaller than the maximum popup size you specify, MapsAlive automatically shrinks the popup to eliminate any extra white space. This behavior makes it easy to get great looking popups even when you display photos with different sizes and aspect ratios.

You can also specify a minimum width and minimum height for popups. This is useful if you have some popups with very small images. In this case, MapsAlive would automatically shrink the popups based on the image size to eliminate white space, but this could result in not enough space for text content. In this case you can increase the minimum sizes to be sure your popups are not too small. If you want to force all your popups to be the same size regardless of the size of your photos and text, set the Max and Min sizes to be the same.

When popups only contain text, MapsAlive does not know how much space to allocate for them which can result in very narrow popups. In this case, you can specify the width to use when your content is all text using the Text-Only Width option.
To change the size of popups choose **Popup > Size and Appearance** in the menu.

### 6.4 Popup behavior

The popup behavior options let you control where a popup displays when you mouse over its marker and whether you can move the mouse from the marker onto the popup. By default, a popup displays when the mouse is over its marker or over the popup itself, and the popup disappears when you mouse off its marker or the popup. If the content inside the popup contains links, a video, or other elements that the user needs to be able to click such as scroll bars, you need to allow the user to move their mouse onto the popup. Otherwise, you can choose a behavior that does not allow the user to mouse onto the popup so the popup disappears when they mouse off the marker.

**Popup Location**

You can choose one of the following locations:

- **Center of marker. Allow mouse onto popup.**
  
  The edge of the popup appears near the center of the marker. Choose this option when you want the popup to overlap half of the marker. Because the popup always overlaps the marker, this option always allows you to mouse onto the popup. The edge of this popup appears near the center of the star marker.

- **Next to marker. Allow mouse onto popup.**
  
  The edge of the popup appears near the perimeter of the marker. Choose this option when you don't want the popup to obscure the marker. Here the edge of the popup appears immediately adjacent to the star marker with no space between the marker and the popup. This allows you to move your mouse from the marker onto the popup.

- **Next to marker. Don’t allow mouse onto popup.**
  
  The edge of the popup appears several pixels away from the perimeter of the marker. Notice now that the edge of the popup appears several pixels away from the marker. This prevents you from mousing onto the popup because as soon as you move off the marker, the popup will disappear.

- **Mouse cursor. Allow mouse onto popup.**
  
  The edge of the popup appears at the point where the mouse first moves onto the marker. In the left image the
mouse moved over the right edge of the star marker so the popup appears at the right edge. In the right image the mouse moved over the left edge of the star marker so the popup appears at the left edge. Notice how the popup obscures the marker itself. This option usually works well for larger markers and polygons such as state or country shapes when you want the popup to display as soon as you mouse over the hotspot. Regardless of where the mouse first moves over the marker, the popup will always display over or immediately adjacent to the marker so you can mouse onto the popup.

*Mouse cursor. Popup follows mouse while over marker.*

The edge of the popup appears several pixels from where the mouse first moves over the marker and will move with the mouse while the mouse is over the marker. The popup remains several pixels away from the mouse as it moves so you cannot mouse onto the popup. This image demonstrates how this might look if you moved the mouse from left to right across the New Hampshire polygon marker. This option has a nice effect for larger markers and polygons when you don’t need to be able to mouse onto the popup.

*Fixed location. Visible while mouse is over marker.*

The popup always appears in the same place. You specify the location of the popup by providing X and Y values indicating where the upper left corner of the popup should appear. X and Y are pixel distances from the upper left corner of the tour. This lets you reserve a specific area of your web page to display your hotspot content and gives you more flexibility than using a tiled layout. You can display the popup anywhere within your tour or even outside the boundaries of your tour. Use negative offsets to position fixed popups above or to the left of the tour. With this option, the popup stays visible while the mouse if over the marker and disappears when the mouse moves off the marker, making it a true popup. This is useful if you want to display the popup over other content on your web page.

*Fixed location. Always visible.*

This is the same as the previous option except that the popup does not disappear when the mouse moves off the marker. This is useful when you have space reserved for the popup on your web page and don’t want blank space when the mouse is not over a marker.

---

Note that for polygon markers, the marker is bounded by an imaginary rectangle that encloses the entire polygon. This rectangle is determines the center and edge of the marker when positioning the popup.
**Pinning a Popup**
Another way to allow users to move their mouse onto a popup is to use the Pin Popup When Marker Clicked option. You can also use this option if you want to allow people to use their mouse for other purposes while still being able to view the popup. Users can move around freely on the map without the popups getting in the way, but pin one at anytime if they want to mouse onto it to, for example, click a link or play a video.

**Setting a Delay**
You can change the amount of time before a popup displays or how long a popup should stay visible after the mouse moves off the marker. For maps with many adjacent markers or markers that are close together, setting a delay before the popup appears will avoid popups appearing and disappearing rapidly as you move across the map. This is especially useful for country maps or mall maps where the shape markers are adjacent to each other.

If you want to allow the user more time to move their mouse from the marker to the popup you can specify how long you want popups to stay visible after the mouse moves off the marker. Without this delay, popups disappear as soon as the mouse moves off the marker.

**Adjusting the Offset**
You can fine tune the distance of the popup from the marker or mouse. Depending on the Popup Location specified, you can increase or decrease the amount the popup overlaps a marker or the distance the popup appears from the marker.

To change the behavior of popups choose **Popup > Behavior** in the menu.

### 6.5 Tiled content
Tiled content displays alongside the map within the canvas area. The content associated with the current hotspot is always visible, i.e., it does not disappear when your mouse moves off the marker. Tiled layouts are a good option when you have room to display your map and your content next to each other on your web page and when you want your content to be visible at all times.

Because tiled content is part of the canvas area along with the map, you have more layout combinations to choose from. You can choose a different layout at any time, but switching layouts can change your tour size. See section 5 for more information on layouts and tour sizes.
7 Navigation and Menus
MapsAlive can automatically add a menu and a directory so your tour’s visitors can navigate to different pages in your tour or to specific hotspots.

7.1 Menus
You can add a menu to either the top or the left side of your tour. MapsAlive automatically populates the menu with the map, gallery, and data sheet names that are part of your tour. By default, tours with only one page do not have a menu. When you add a second map, gallery, or data sheet to your tour, MapsAlive automatically adds a menu to the top of your tour. You can control whether the menu displays, as well as the menu style and location.

When you add a menu to your tour it is not part of the canvas area, but it is part of the overall tour dimensions. When you add a menu, it may affect your tour size or canvas size depending on the Tour Size options you have chosen. The table below describes the effect on the tour size of adding a menu for different combinations of Tour Size values.

<table>
<thead>
<tr>
<th>Tour Size settings</th>
<th>Effect on tour size and canvas size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Canvas Width, Max Canvas Height</td>
<td>Menu is added outside the canvas area, increasing the width or height of the tour, but not affecting the canvas size.</td>
</tr>
<tr>
<td>Max Tour Width, Max Tour Height</td>
<td>Menu is added within the maximum tour width and maximum tour height. The canvas size may be reduced if the menu does not fit within the constraints of the maximum tour size.</td>
</tr>
<tr>
<td>Exact Tour Width, Exact Tour Height</td>
<td>Menu is added within the exact tour width and exact tour height. The canvas area may be reduced if the menu does not fit within the constraints of the exact tour size.</td>
</tr>
</tbody>
</table>

7.2 Menu Options
Several options let you customize the position and style of the menu. To set menu options choose Layout > Advanced Tour Layout in the menu.

You can choose from three predefined menu styles – Bar, Simple, and Tab – and specify whether the menu displays on the top or on the left. A top menu uses the least amount of space and leaves more room for your map and photos. A left menu displays to the left of the canvas area and is a good choice if your tour has more maps and data sheets than will fit in the top menu. You can hide the menu altogether, but if your tour has more than one map or data sheet, be sure to provide another way to navigate to the other maps and data sheets.

When you choose a left menu, you can also specify the width of the menu to accommodate long map, gallery, and data sheet names. If you have a lot of pages, the left menu can scroll. Lastly, you can
choose whether to display hotspot titles as sub menu items beneath each map or gallery name in the left menu. This option is on the Map > Advanced Map Options or Gallery > Advanced Gallery Options screens.

7.3 Directory (Plus and Pro plans only)
One of the most useful and common MapsAlive features you can use to navigate to different hotspots, maps, and data sheets in your tour is the Directory. MapsAlive can automatically generate the directory and you can position the directory anywhere you want, including anywhere on your web page outside the boundaries of your tour. The directory does not affect the tour size or the canvas size because it displays at a specific location on top of any other tour or web page content.

The Directory displays hotspot titles and can be grouped by category, by map, or alphabetically. The directory can include a search box that lets the user search for text strings in hotspot titles and text. You can specify the size and location of the directory, and customize the colors, text strings and other options for the directory.

The directory is a tour level option and is enabled by default. To change directory settings, choose Tour > Directory Options in the menu.
8  Banners and Branding (Plus and Pro plans only)

8.1  Adding a Banner
You can add a banner image to the top of your tour to add interest or provide valuable information such as your company name and contact information. The banner can be any image that you provide – you cannot create the banner image in MapsAlive. The banner appears at the top of your tour and is the same image for all maps and data sheets. You can update your banner image at any time. You can add a banner and set options by choosing Layout > Banner Image in the menu.

For best results, you should create a banner image that is the exact width of your desired tour width. If your image is narrower than your tour width, you will see white space to the right of the image. If your banner image is wider than your tour width, MapsAlive will scale the banner to fit the current width of your tour. In addition, once you add a banner to your tour, MapsAlive sets the tour’s width to Exact Tour Width on the Layout > Advanced Tour Layout screen – you cannot choose Max Tour Width or Max Canvas Width when using a banner because the banner image is now dictating the width of the tour.

If you have specified an exact tour height or a maximum tour height, the banner is added within the tour height and may reduce the canvas height if there is not enough room for all the elements of the tour. If you specify a maximum canvas height, the banner is added to the top of your tour, increasing the overall height of the tour, but not affecting the canvas height.

You can associate tooltip text and a URL with your banner image. The tooltip displays when you mouse over the banner in your tour. Specifying a URL lets you click the banner to go to another web page. These two options are generally used together to tell users to click the banner.

8.2  Branding Options
Many people use a banner to add company branding to their interactive tours. There are, however, some situations where branding is not allowed, such as the Multiple Listing Service for real estate. MapsAlive has a feature that allows you to create two versions of your tour: one with the banner and one without. When you choose this option you will have one URL for the version with the banner and a different URL for the version without the banner.

To tell MapsAlive to create these two versions, choose Tour > Tour Manager in the menu. Check the Allow Banner Hiding checkbox. Once your tour is published you can run the branded tour using the standard URL format or you can run the unbranded tour by including ‘_’ in the URL as shown below:

Branded

   tour.mapsalive.com/1234/map1.htm

Unbranded

   tour.mapsalive.com/1234/map1_.htm
9 Tour Color Schemes

Tour color schemes let you specify colors for many of the elements of your tour. This lets you customize your tour to match the color scheme of your website, map, or tour content. You can choose from color schemes provided by MapsAlive, modify one or more colors of an existing color scheme, or create a whole new color scheme.

Color schemes control the colors for the following tour elements:

- text and background of the title bar
- text and background of the text area of your content
- canvas background
- stripe and stripe border
- the normal, selected, and hover text for menu items
- menu background

To select a color scheme for your tour, choose Tour > Tour Setup or Layout > Advanced Tour Layout in the menu. The color schemes available are listed in the Color Scheme dropdown. You can see a preview of your tour with the selected color scheme on the Advanced Tour Layout screen or click Tour Preview. If you want to edit the selected color scheme you can click the Edit link next to the dropdown.

You can see all the color schemes in your Library by choosing Library > Color Schemes in the menu. Click one of the color schemes in the list to edit it.

9.1 Modifying or Creating Your Own Color Scheme

You work with a color scheme on the Edit Color Scheme screen which lets you choose colors from a color swatch or type any hex color value:

![Figure 16 – Edit Color Scheme screen](image-url)
Whether you are making one or two color changes or creating a whole new scheme, it often makes sense to duplicate an existing color scheme and make the changes to the copy. This way the original color scheme does not change and you can experiment with the new one. You can duplicate an existing color scheme by clicking its name on the Color Scheme Library screen and then choosing Library > Duplicate in the menu.

The Edit Color Scheme screen shows a preview of the color scheme you are working with so you can see how your changes will look. For the most accurate preview, however, you should go to Tour Preview because not all of the colors are shown in the preview on the Edit Color Scheme screen. This is particularly true of the menu colors. If your current tour is not using the color scheme you are editing, you can switch to this color scheme by clicking the Switch to … link above the preview. This is another way to choose a color scheme for your tour.

9.2 Choosing Colors that Work Well
When editing a color scheme you'll want to choose some of the colors carefully to ensure that the resulting color scheme works well for your menu and tour content. If you aren't careful, your menu and hotspot content text could be difficult to read or even invisible. This can happen if you choose the same or similar colors for the text and background. Here are some guidelines for choosing colors:

1. Set the Text Area Background to the same color as the Canvas Background. This ensures that the background color of the text area matches the background color of the margins around your hotspot content when using a tiled layout.
2. Several pairs of colors benefit from high contrast (i.e., one light and one dark):
   a. Tour Title Text and Tour Title Background
   b. Text Area Title/Text Area Text and Text Area Background
   c. Normal Item Text and Normal Tab
   d. Selected Item Text and Selected Tab
   e. Hover Item Text and Hover Tab
3. Set the Menu Background and the Normal Tab colors the same if you want the top Tab menu to only highlight the selected tab.
4. Setting the Selected Tab color to the same color as the Canvas Background works well with the top Tab menu because the selected tab will blend with the canvas area making it look like it is all one.
5. Set the Selected Item Text color and the Hover Item Text the same and the Selected Tab color and Hover Tab color the same for a consistent menu look. Otherwise choose different colors for Selected and Hover.
6. Set the Stripe Border to the same color as the Stripe if you don't want to see the one pixel stripe borders.

9.3 Connecting Directory and Popup Colors to a Color Scheme
When working with a tour, you can choose to have the directory and popup colors come from the tour color scheme. When you do this, any changes you make to the tour color scheme automatically get
applied to the directory and popup colors. Both the Directory Options screen and the Popup Size and Appearance screen have an option to use the tour colors in this way:

![Use Tour Colors](image)

**Figure 17 - Option to use tour color scheme colors**

When you check Use Tour Colors on the Directory Options screen, the tour colors are applied to the directory as follows:

<table>
<thead>
<tr>
<th>Directory color</th>
<th>Tour Style color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Text</td>
<td>Selected Item Text</td>
</tr>
<tr>
<td>Title Background</td>
<td>Selected Tab</td>
</tr>
<tr>
<td>Directory Border</td>
<td>Navigation Accent</td>
</tr>
<tr>
<td>Preview Border</td>
<td>Navigation Accent</td>
</tr>
<tr>
<td>Preview Text</td>
<td>Text Area Text</td>
</tr>
<tr>
<td>Preview Background</td>
<td>Text Area Background</td>
</tr>
<tr>
<td>Status Text</td>
<td>Selected Tab</td>
</tr>
<tr>
<td>Status Background</td>
<td>Selected Item Text</td>
</tr>
</tbody>
</table>

All other directory colors are set to the colors specified on the Directory Options screen.

When you check Use Tour Colors on the Popup Size and Appearance screen, the popup background and text colors come from the tour color scheme as follows:

<table>
<thead>
<tr>
<th>Popup color</th>
<th>Tour Style color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Popup Background</td>
<td>Text Area Background</td>
</tr>
<tr>
<td>Title Text</td>
<td>Text Area Title</td>
</tr>
<tr>
<td>Text</td>
<td>Text Area Text</td>
</tr>
</tbody>
</table>
10 Troubleshooting Your Layout

This section includes some common layout scenarios and how to remedy them.

**Text only popup content is too narrow**

When you have hotspot content that only displays text, you may find the popups are too narrow and the text displays in a skinny column like this:

![Text only popup too narrow](image)

This can easily be fixed by choosing **Popup > Size and Appearance** in the menu and increasing the Text-Only Width value.