

TAG Tour Authoring

Note on terminology

- Assets refer to any kind of media you can add to your tour, which includes: image, audio, video files

Recommended Workflow

- Before entering tour authoring
 - Import all the relevant assets to one collection
 - The easiest to do this is from the **Collections** tab → Create a new collection → Import multiple artworks from your local directory.
 - **Important:** In tour authoring, it's possible to directly import from your local directory to the tour. However, *don't use this feature, as the artwork will have no metadata fields*. This means that no information will be displayed on the info tab when the tour is playing.
 - All assets should now show up in the **Artworks** tab in the main authoring area, not the one within tour authoring. The “title” and content of the “description” field of each artwork is what will show up on the info tab.

- Making the tour

Personally, I find these following steps make the tour making process easier and faster:

- Record the audio for the tour at a comfortable pace
You may have to rerecord some parts of the audio later on to include longer pause or record it at a slower pace to make the visual looks better. I personally use a software called Audacity to edit the audio so I don't have to keep rerecording it.
- Add assets to the workspace
It's better to add them incrementally as you go along instead of adding all of them at once. There isn't much space in the timeline having too many tracks will make you do lots of unnecessary vertical scrolling.
- Create keyframes for each asset to customize zooming in/out and tweening. Right click on a track to change the duration of fade in/out.
- Apply and edit all the visual effects (annotations – text, ink, highlight)
- Do some final touch so that the audio is perfectly synced with the visual

- Watching the published tour
 - Go to **Tours** tab, select the tour, set the tour to be published.
 - Go to **Collections** tab, add the tour to the collection, and set the collection to be published.
 - Go out of the Authoring mode by clicking the back button on the very top-left corner of the screen that will bring you back to the splash screen.
 - Go to collection, and your tour should be in the collection that you previously selected.

Some potentially useful information:

- Tour duration can be changed from the **Options** dropdown menu.
- In the timeline, you can double click on the track name to minimize it, so that you can see more tracks at once.
- If you want to add a new track to the workspace, by default the track will show up at the very top of the track list. To make the new track shows up at a specific time and position on the track list:
 - Position: If you click a preexisting track, the new track will show up directly above it on the track list.
 - Time: Drag the timeline scrubber to the time you want the new track to be positioned.
- Tour can be duplicated. Go to the **Tours** tab, and when you select a particular tour, there should be a “duplicate” option.
- In case you notice something buggy about the tour authoring, going out of the tour by selecting the back button and entering it again/relaunching the application may solve the problem. Save often.