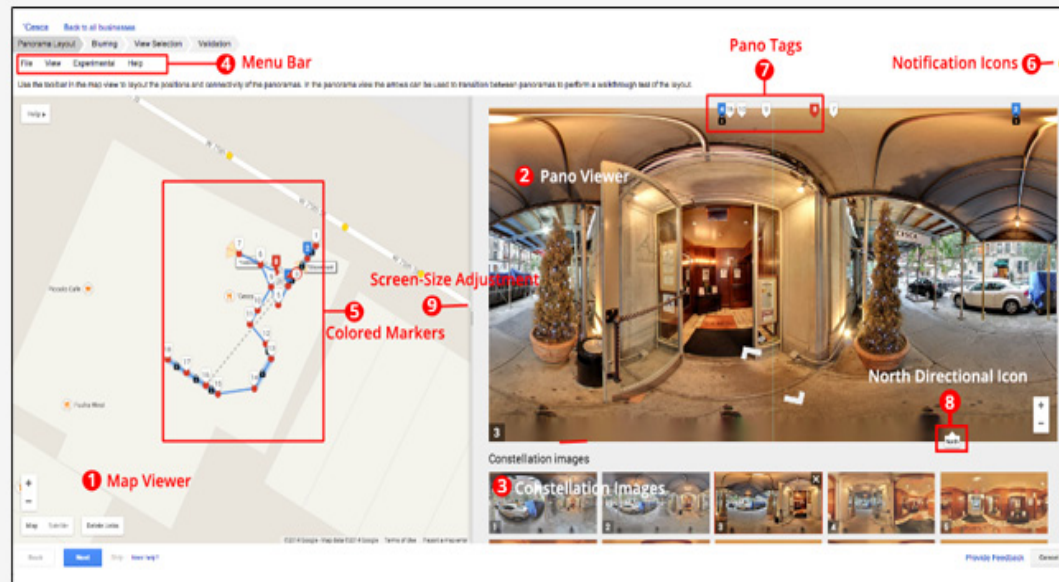


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6.2.1 Moderation Wizard Interface and Controls







1. **Map viewer** – shows the pano constellation and the Street View panos on Google Maps. You can toggle between Map and Satellite views.
2. **Pano viewer** – shows the selected pano with navigation chevron(s).
3. **Constellation images** – shows thumbnail images of panoramas in the constellation.
4. **Menu bar:**




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5. Colored markers:

-  Yellow pano markers represent the Street View panoramas.
-  Red pano markers represent the panoramas taken inside the business.
-  Red with white dot in the center markers represent panos you are currently viewing.
-  A white dot in the center of the marker indicates the selected path.

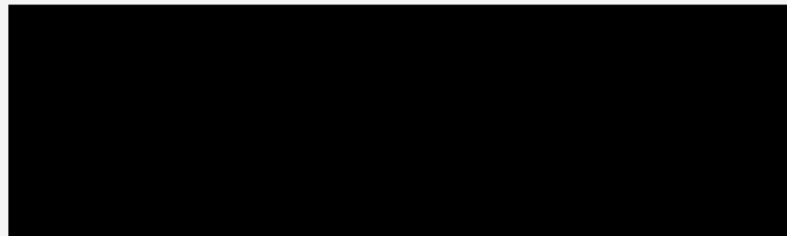
6. Notification Icon and Checklist Panel – The notification icon (, , ) indicates the status of items on the checklist panel that needs to be addressed and answered. To toggle the visibility of the checklist panel, click on the icon and make sure all items are green prior to publishing photos.

7. Pano Tags - white tags represent nearby panos; blue represent linked panos; red are panos that your mouse is hovering over.

8. North Directional Icon - Allows you to rotate the pano view facing North.

9. Screen Size Adjustment - Allows you to change the screen size.

6.2.2 Moderating Panoramas

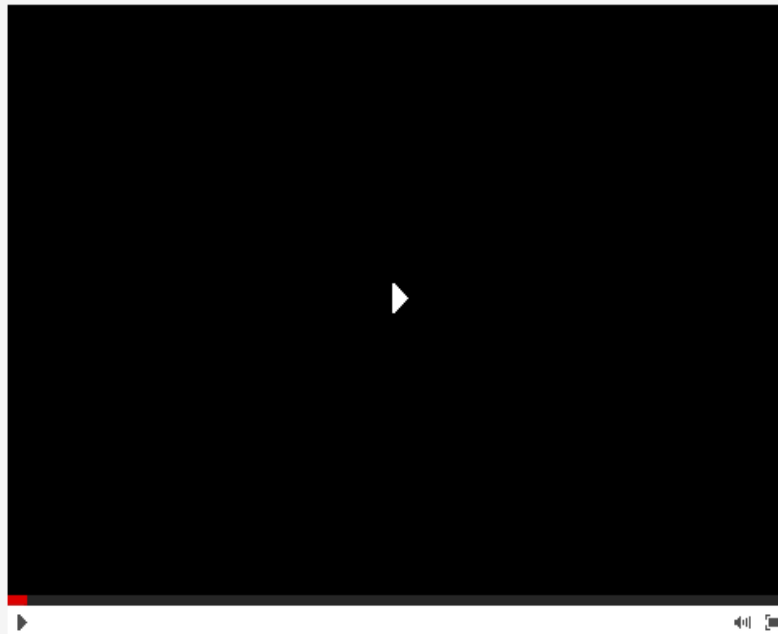


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6.2.2 Moderating Panoramas



The **Moderation Wizard** will guide you through each step needed to satisfy Google's quality standards, from moderating panoramas to publishing photos.

These are the steps that the Wizard will guide you through:

1. [Panorama Layout](#)
 - a. [Matching the constellation to the actual business layout](#)
 - b. [Evaluating and adjusting the navigation chevrons](#)

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1. [Panorama Layout](#)
 - a. [Matching the constellation to the actual business layout](#)
 - b. [Evaluating and adjusting the navigation chevrons](#)
 - c. [Adjusting the POV \(Point of View\)](#)
 - d. [Connecting and disconnecting links](#)
 - e. [Locking links between pano markers](#)
 - f. [Removing a pano marker](#)
 - g. [Using the Transform Widget](#)
 - h. [Geolocating the constellation](#)
2. [Blurring](#)
3. [View Selection](#)
4. [Validation and Publish Photos](#)

1. Panorama Layout

a. Matching the constellation to the actual business location

It's important to check that the constellation matches the layout of the building. Follow these steps to check the constellation:

- i. Click Satellite to switch the view to Satellite imagery to enables you to see how the position of the pano markers in the constellation compares to the layout of the business.



You may want to switch to Satellite view with 45-degree tilt to have a better view of the buildings from the side. Please note that this feature is only available in certain areas; the menu selection will only be visible in those areas.

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1. Panorama Layout

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It's important to check that the constellation matches the layout of the building. Follow these steps to check the constellation:

- i. Click **Satellite** to switch the view to Satellite imagery to enables you to see how the position of the pano markers in the constellation compares to the layout of the business.



You may want to switch to Satellite view with 45-degree tilt to have a better view of the buildings from the side. Please note that this feature is only available in certain areas; the menu selection will only be visible in those areas.

- ii. To precisely align the positions of the pano markers with the actual business layout, you may need to move the entire constellation or individual pano marker, scale, lengthen or shorten distance between the pano markers, or rotate the constellation. Be sure that all the pano markers are within the boundaries of the actual structure. to match the actual layout of the building. where the business is located.
- iii. Click **Save**.



As you make incremental adjustments, and are satisfied with the placement of the pano markers and the navigation through the constellation, remember to save your work frequently.

❖ Useful tips when moderating panoramas:

- If a constellation has a lot of pano markers or is very complex, you may want to begin by scaling it until each pano marker and link are easily visible. By doing so, it will make it easier to see the placement of the pano markers before you adjust it further to position the constellation over the business.



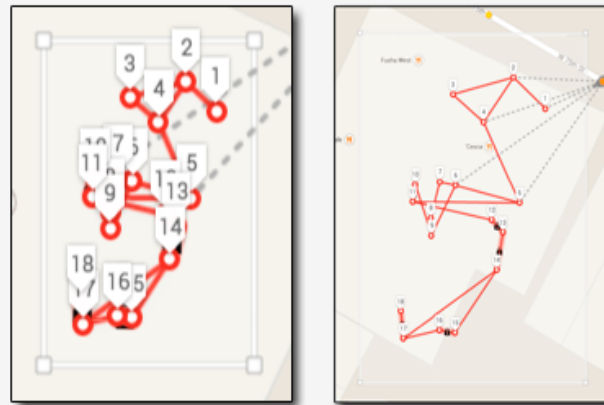
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❖ Useful tips when moderating panoramas:

- If a constellation has a lot of pano markers or is very complex, you may want to begin by scaling it until each pano marker and link are easily visible. By doing so, it will make it easier to see the placement of the pano markers before you adjust it further to position the constellation over the business.



- Remember to switch back-and-forth between the Map view and Satellite view to align the constellation relatively close to the business. These side-by-side images show the constellation in the Map View on the left in comparison with the Satellite view on the right.



In instances where the two do not match, the Map View version is the default.



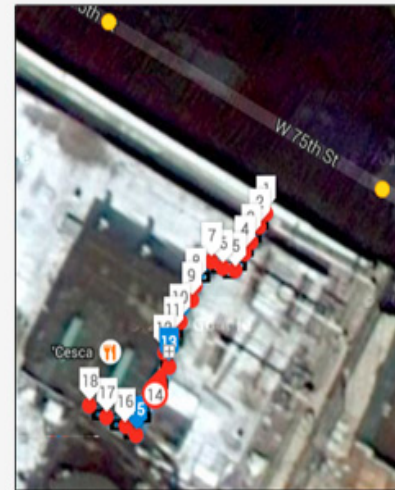
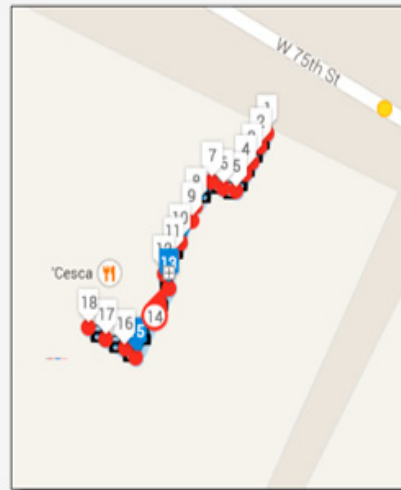
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In instances where the two do not match, the Map View version is the default.



b. Evaluating and adjusting the navigation chevrons

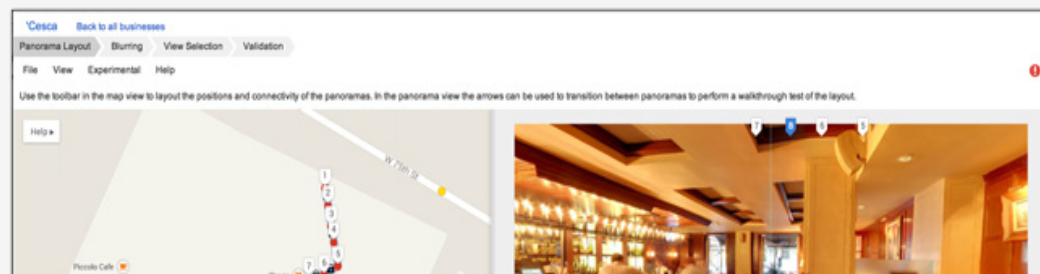
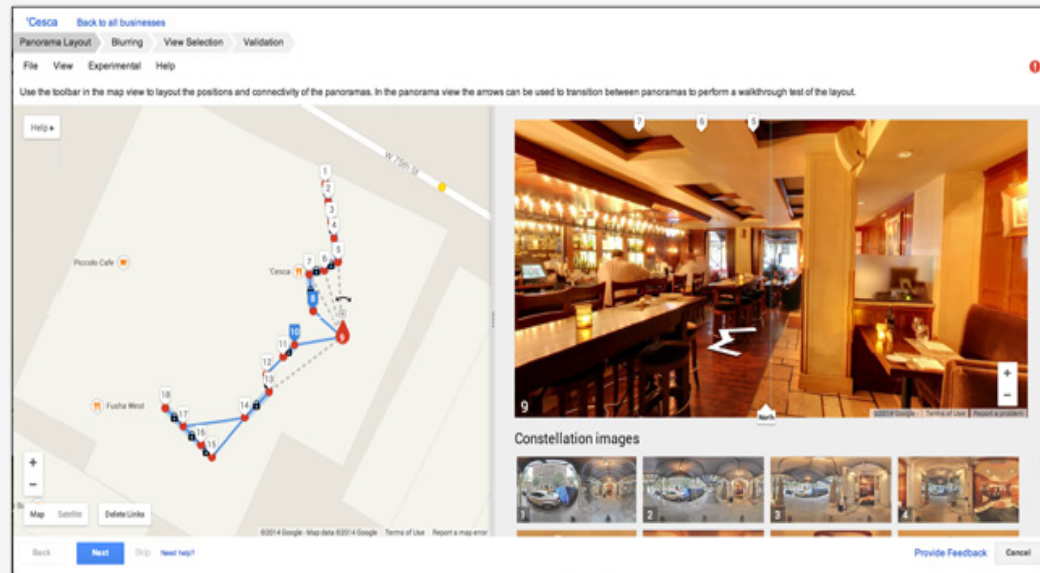


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- i. To adjust the directional chevrons, click and hold the active pano and drag to move pano marker to the new desired location. You can also use the marker at the top of the constellation image to move the panos. Zoom all the way out to easier adjust the chevrons

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If the pano markers are grouped together (indicated by a lock icon), remember to ungroup them first before adjusting the chevrons.

- ii. Rotate viewer left or right to the desired field of view - the next or previous pano location. Be careful not to lead the viewer into a wall, table, car or other obstacle.
- iii. Once you are satisfied with the results, click **Save** from the File menu to save your progress.

c. Adjusting the POV (Point of View)

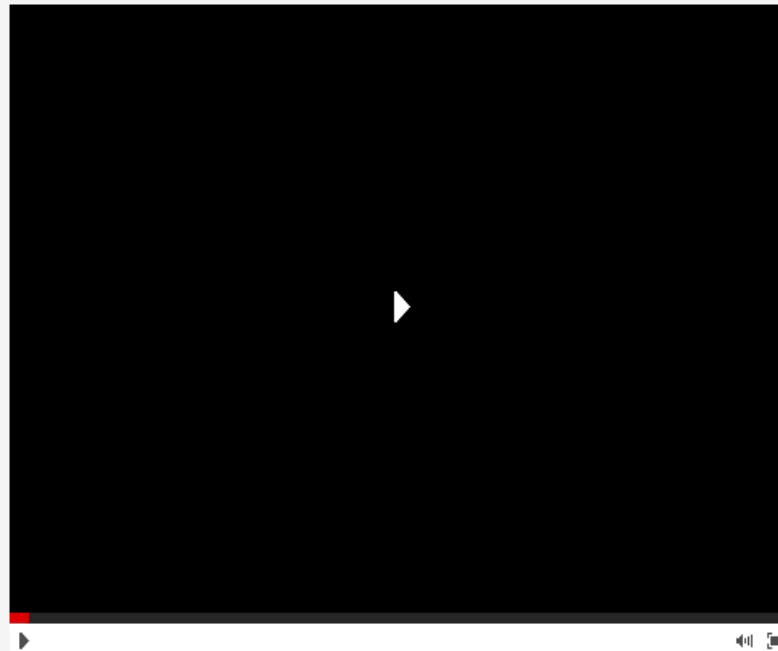


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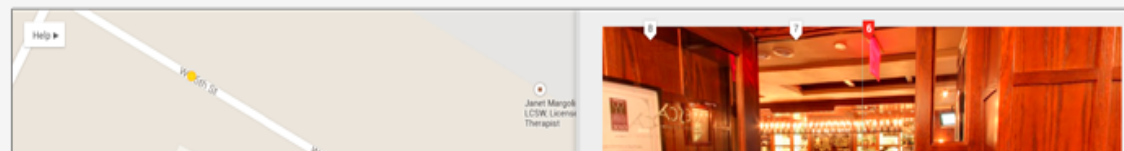
[← 5. UPLOADING AND IMAGE CHECK](#)

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c. Adjusting the POV (Point of View)



In situations when the chevron takes viewers to an incorrect panorama, for example, when you click the chevron pointing toward the business, but instead, it jumps to a different location, you may need to manually adjust the perspective of individual panos to maintain the consistency of the navigation throughout the virtual tour.

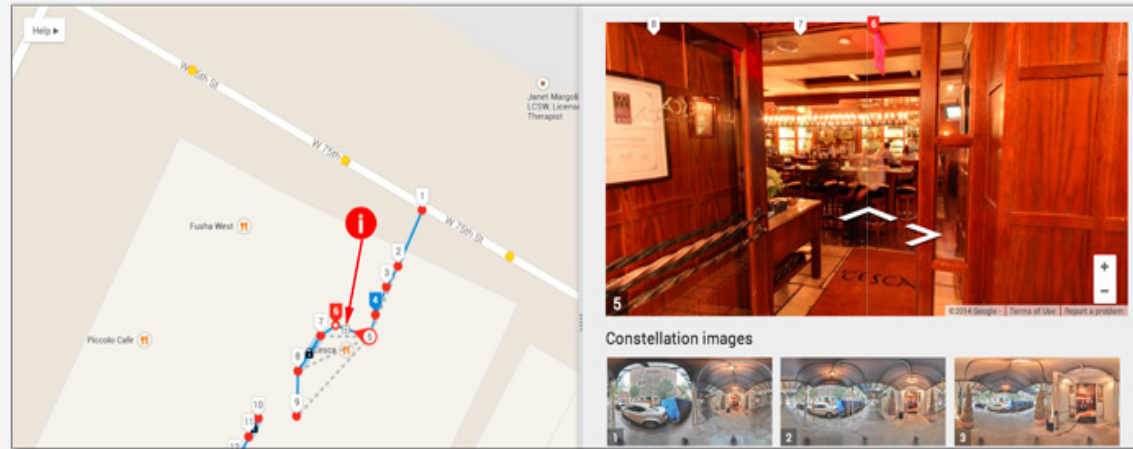


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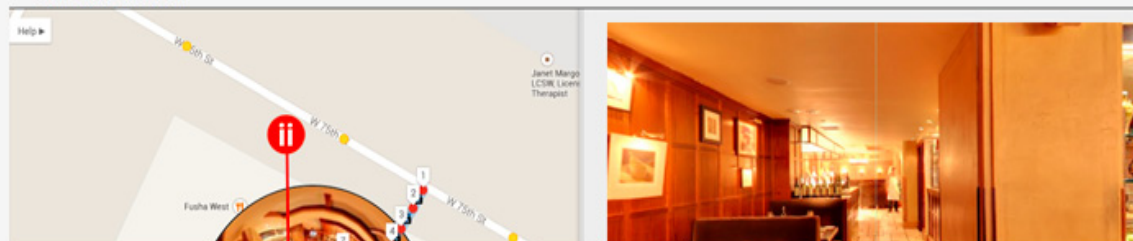
← 5. UPLOADING AND IMAGE CHECK

7. GUIDELINES FOR UNIQUE PROPERTIES →

In situations when the chevron takes viewers to an incorrect panorama, for example, when you click the chevron pointing toward the business, but instead, it jumps to a different location, you may need to manually adjust the perspective of individual panos to maintain the consistency of the navigation throughout the virtual tour.



- i. To adjust the directional chevrons, click and hold the "+" symbol of the active pano icon which will activate the overhead viewer.
- ii. Rotate viewer left or right to the desired field of view - the next or previous pano location. Be careful not to lead the viewer into a wall, table, car or other obstacle.
- iii. Click **Save**.

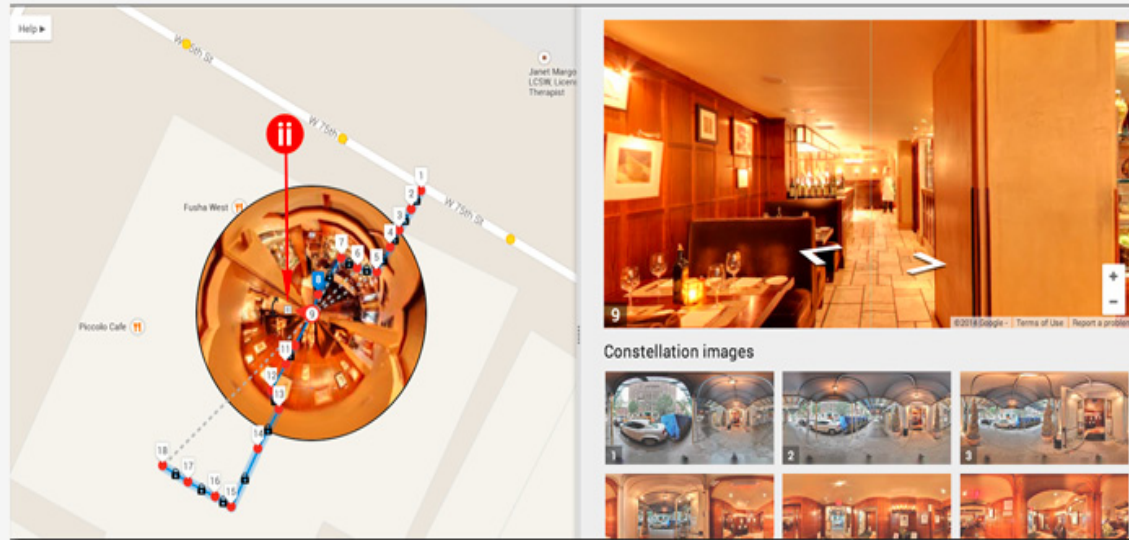


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- ii. Rotate viewer left or right to the desired field of view - the next or previous pano location. Be careful not to lead the viewer into a wall, table, car or other obstacle.
- iii. Click **Save**.

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Adjusting the POV and chevrons allow you to maintain the friendly flow and to provide guidance to viewers through Street View-like virtual tour of the business.

d. Connecting and disconnecting links



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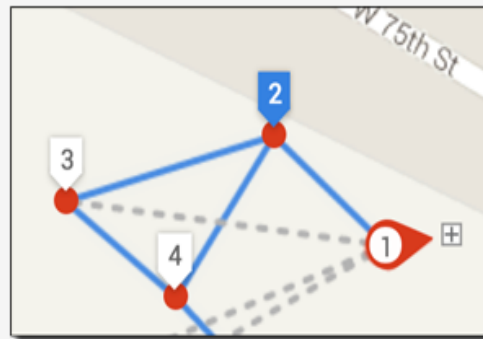
← 5. UPLOADING AND IMAGE CHECK

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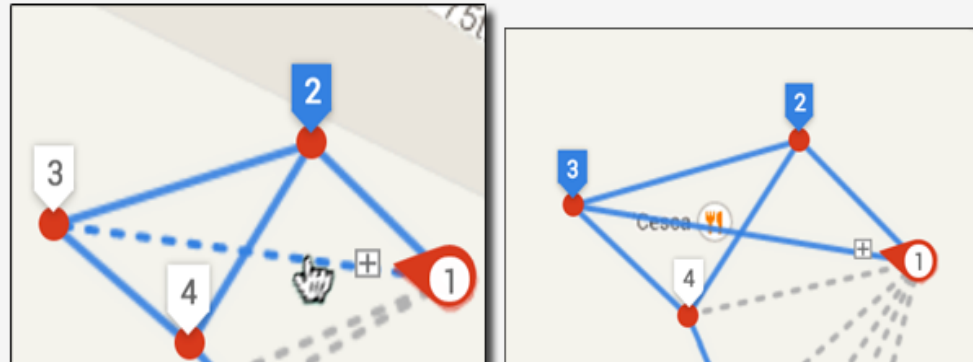
In order to provide a better Street View experience, make sure individual pano markers are correctly oriented with respect to one another to produce a reasonable transition; you may need to edit the links between pano markers in order to accomplish that. Edit links by utilizing these steps:

To connect two panos markers:

- i. Click to activate the pano you would like to link to.



- ii. Click on the dotted line to create a new link.



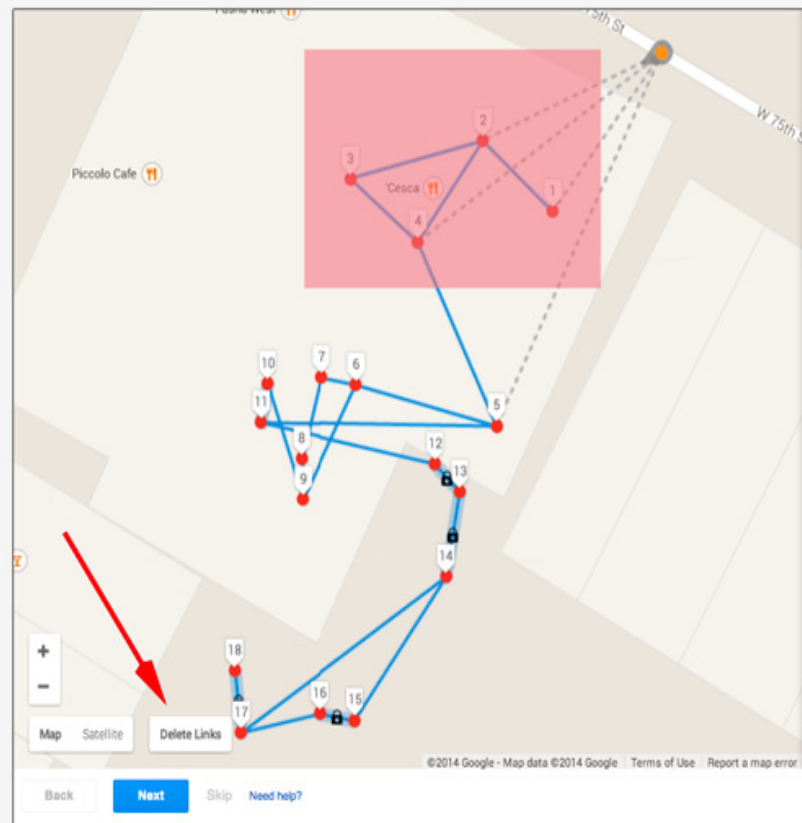
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To disconnect a link:

- i. Click on the link within the active pano to remove the pano link.
- ii. To remove all links hold "Shift" click and drag over all panos to select them. Click "Delete Links" to remove all panos.



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Locking the links between pano markers groups those markers into a single selection that can be moved as a unit when rearranging the pano markers in a constellation.



When a constellation is created, likely link groups are anticipated and pre-locked for you. Any links that you lock will remain locked until you change them, so you can use link locking to save your pano marker positioning progress as you moderate the navigation through your panorama.

- i. To lock and unlock links, right-click on the link.



There can be more than one group of locked links in a constellation as long as there is at least one unlocked link between them.



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When a constellation is created, likely link groups are anticipated and pre-locked for you. Any links that you lock will remain locked until you change them, so you can use link locking to save your pano marker positioning progress as you moderate the navigation through your panorama.

- i. To lock and unlock links, right-click on the link.

Note *There can be more than one group of locked links in a constellation as long as there is at least one unlocked link between them.*



f. Removing a pano marker

If a pano marker is in an incorrect location, rearrange it manually by selecting it, and then dragging it to the right location. In case the pano marker is redundant or unnecessary, you can remove it. To remove unwanted pano markers:

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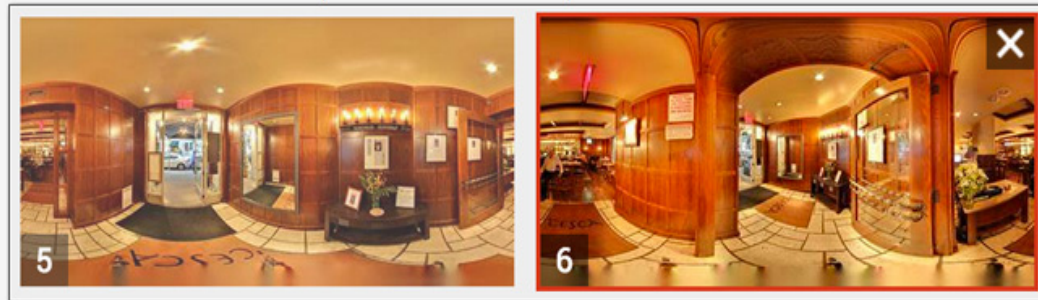
← 5. UPLOADING AND IMAGE CHECK

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f. Removing a pano marker

If a pano marker is in an incorrect location, rearrange it manually by selecting it, and then dragging it to the right location. In case the pano marker is redundant or unnecessary, you can remove it. To remove unwanted pano markers:

- i. click on the "X" of the unwanted pano in the constellation pano viewer.



g. Using the Transform Widget

The **Transform widget** allows you to Move, Rotate, and Scale either the entire constellation or specific pano markers. Please note that the constellation or individual panos must be selected first to active this feature.

