






# Mouse On House How-To Guide

Adding Descriptions to Your  
Mouse On House Tour

This guide explains how to add descriptive information to your Mouse On House virtual tour. For each photograph shown on the tour you can enter text to further describe the photo, provide additional details about the property, or enter any other descriptive information you would like buyers to know about. You can enter text on any or all of the photos in your tour. This can help in organic searches for your tour and can call out specific information you might not have on your MLS description.



This process requires you have usage of a computer with access to the internet.



## Step 1

Log into your Mouse On House account (<http://account.mouseonhouse.com/>) using the email address and password sent to you after scheduling your tour with us.

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### Customer Account Logon

Email Address:

Password:

Logon

Remember me on this computer

Email Me My Password


Email Me A New Password

You're Internet Address: 11.222.333.444

For privacy and security purposes, your email address and the computer's Internet Address are recorded each time you access the Mouse On House Account Service.

## Step 2

After successfully logging in you will be directed to your account page that lists all your properties. Find the property you are looking for in the list. Select the property by moving the cursor over the picture of the property then click the left button on your mouse once. The property detail page should come up.



**Amanda Agent**  
Agent

- Property List (4)
- Property
- Images
- Print Jobs
- View Tour
- Web Hits
- Printing
- Template Gallery
- Pending Jobs
- Resources
  - Sales
  - Rental
- Change Password
- Pay Bill
- Help
- Contact Us
- facebook
- Logoff





**New Feature(s):**  
If your property has shared amenity photographs you can configure the image so it's not displayed on the tour. The MLS# submission has been simplified.

Click on an image to select a property or use the drop down list.

Select property:

Property Type:   Show All

Sort By:  Type  Address







Property	Type	Address	City	State	Zip	MLS#	Company Name
	Sales	1352 Pine Tree Road	McLean	VA	22101	FX7616475	Mouse On House
	Sales	1425 Janneys Lane	Alexandria	VA	22302	AX7617133	Mouse On House
	Sales	5939 4th Street N	Arlington	VA	22203	AR7682777	Mouse On House
	Sales	7702 Carlton Place	McLean	VA	22102	FX7613879	Mouse On House

# Step 3

On the property page you will see a set of navigation buttons on the left. Under the Property button you will see an Image button. Click that button once to bring up all your images (interior and exterior) for the property.


Select Exterior, Interior / Level and Floor Plan to view the available images.  
Click 'Web Quality' or 'Print Quality' to download images.  
Click on 'Configure' to change the text that is displayed below the image on the tour, hide the image on the tour and upload replacement photographs.

Exterior Interior Main Level Floor Plan Dimensions  Enable Zip  Enable Display Order  Automatic Order

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 <p>Copyright © Mouse On House ©, Inc.</p> <p>Back yard</p> <p>Download Web Quality <input type="checkbox"/> Zip</p> <p>Download Print Quality <input type="checkbox"/> Zip</p> <p><a href="#">Configure</a></p>	 <p>Copyright © Mouse On House ©, Inc.</p> <p>Side yard</p> <p>Download Web Quality <input type="checkbox"/> Zip</p> <p>Download Print Quality <input type="checkbox"/> Zip</p> <p><a href="#">Configure</a></p>	 <p>Copyright © Mouse On House ©, Inc.</p> <p>Side Elevation_1</p> <p>Download Web Quality <input type="checkbox"/> Zip</p> <p>Download Print Quality <input type="checkbox"/> Zip</p> <p><a href="#">Configure</a></p>

## Step 4

Find the photograph you want by selecting either Exterior or Interior photos. If you want only Exterior shots move your cursor over the button to the left of Exterior and left click your mouse. You will see the Exterior photos pop-up in the screen. If you want Interior photos click on the button to the left of Interior, and then select which level/floor you would like by clicking on the dropdown box next to Interior. Once you find the photo you want to add a description to click on the Configure link.









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Select Exterior, Interior / Level and Floor Plan to view the available images.  
Click 'Web Quality' or 'Print Quality' to download images.  
Click on 'Configure' to change the text that is displayed below the image on the tour, hide the image on the tour and upload replacement photographs.

Exterior  Interior Main Level  Floor Plan  Dimensions  Enable Zip  Enable Display Order  Automatic Order

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## Step 5

Below the picture there is a checkbox that gives you the option of hiding or showing the image on the tour. Under that option you will see the word Description with an open text box below it. Type the verbiage and click the Save button on the bottom left. I would encourage you to type your text in a Word document so you can spell check, and then cut and paste into Mouse On House since we do not have a spell or grammar check feature at this time.

The screenshot displays the Mouse On House interface. On the left is a navigation menu with options like Property List, Images, and Logoff. The main area shows a large image of a brick house with a swimming pool. Below the image, there is a checkbox labeled "Hide the image and just show the Label" and a text box for a "Description". A yellow oval highlights the checkbox and the description text box. At the bottom left, a "Save" button is also highlighted with a yellow oval. A grey banner at the top of the main area contains the text: "Maintain the Description/Label Only status and click the Save button. Browse and click Upload to replace image."

Maintain the Description/Label Only status and click the Save button.  
Browse and click Upload to replace image.

Mouse On House®  
Amanda Agent  
Agent

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Back Elevation

Hide the image and just show the Label

Description

Save

Close

The tour updates will be available in about 10 minutes.

# Step 6

After you Save the text it will take you back to the main photo page. Continue to select and edit the verbiage on your photos until completed. After you have saved your last edit click Logoff on the bottom of the navigation panel on the left.

The screenshot displays the Mouse On House agent interface. On the left is a vertical navigation menu with the following items: Property List, Property, Images, Print Jobs, View Tour, Web Hits, Printing, Template Gallery, Pending Jobs, Resources, Sales, Rental, Change Password, Pay Bill, Help, Contact Us, Facebook, and Logoff. The 'Logoff' item is circled in yellow. The main content area features a header with the text: 'Select Exterior, Interior / Level and Floor Plan to view the available images. Click 'Web Quality' or 'Print Quality' to download images. Click on 'Configure' to change the text that is displayed below the image on the tour and upload replacement photographs.' Below this header is a control bar with radio buttons for 'Exterior' (selected), 'Interior', and 'Main Level', and checkboxes for 'Floor Plan', 'Dimensions', 'Enable Zip', 'Enable Display Order', and 'Automatic Order'. The main area contains a 2x3 grid of property photos. Each photo has a caption, two buttons for 'Download Web Quality' and 'Download Print Quality' (each with a 'Zip' checkbox), and a 'Configure' link. The 'Configure' link for the 'Back Elevation' photo is circled in yellow.

Once you click Save after editing the Description your updates are immediately uploaded to the tour.

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If you should have any questions or have difficulty in downloading your tour photos please contact the Mouse On House **Customer Service Team:**

(301) 972-3201

or

[customerservice@mouseonhouse.com](mailto:customerservice@mouseonhouse.com)