

Matterport for Virtual Tours

Created by Dr. Jen Andrella
Center for Digital Humanities, USM

CDH Hours: Monday-Friday 8am-4:30pm

Email: dh@usm.edu

For additional resources and tutorials, visit www.usmcdh.org

Equipment needed: iOS or Android phone (iPad or LiDAR scanner will also work), tripod (not required, but steadies the camera)

Overview

Matterport is a 3D spatial mapping application and browser-based platform for creating virtual tours of indoor spaces. A virtual tour can be a powerful tool for visualizing the built environment in a way that immerses the viewer in that space. Using Matterport, you can generate a virtual tour by conducting multiple scans using a special 3D imaging camera or by simply using your phone. After scanning a space, you can upload your project to your Matterport account. Once uploaded on the browser-based platform, you can edit, annotate, and share your virtual tour with others!

Please note that although Matterport is free to use, there are some limitations. You can only host one project at a time on your account, and you can include only one other collaborator. It is also a privately owned platform that may collect your data (and spatial data). Please review the [End User License Agreement](#) for more information.

Using Matterport is a two-step process. This guide will first walk through how to capture a 3D space and then how to edit, annotate, and share your space from my.matterport.com.

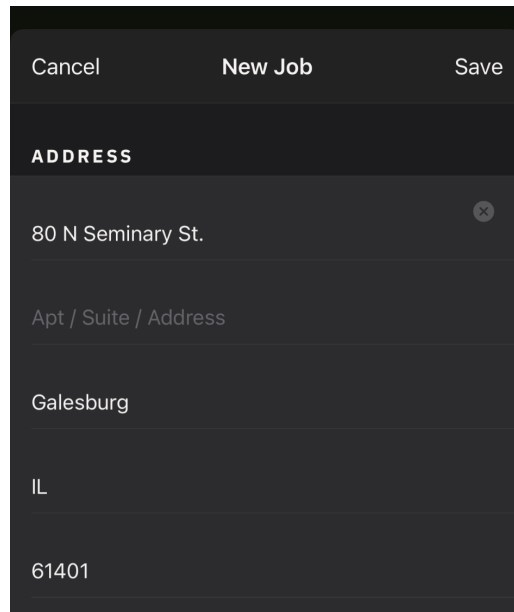
This guide follows the perspective of an iPhone user, so other devices may have a slightly different experience.

Downloading and Creating a Matterport Account

1. **Download Matterport** (Matterport: Create 3D Digital Twins) from your app store (available on iOS and Android).
2. Once Downloaded, you will be prompted to **create a Matterport Account**. You may use your personal or Knox email address for your account.
3. This account will be accessible through your web browser at my.matterport.com

Part 1: Starting a New Job (Scanning your Space)

1. From the dashboard of the app, select **New Job** in the lower right corner of the screen
2. A new page will open prompting you to **enter the address** of your location. It will pre-populate with information if your location services are on, and you may edit this as needed. You can also **enter a project title instead** of an address. **Click Save.**

A screenshot of the 'New Job' form in the Matterport app. The form has a dark background with white text. At the top, there are three buttons: 'Cancel', 'New Job', and 'Save'. Below these is a section titled 'ADDRESS' in all caps. The form contains several input fields: a text field with '80 N Seminary St.' and a close button (an 'x' in a circle), a text field with 'Apt / Suite / Address' in a lighter gray font, a text field with 'Galesburg', a text field with 'IL', and a text field with '61401'.

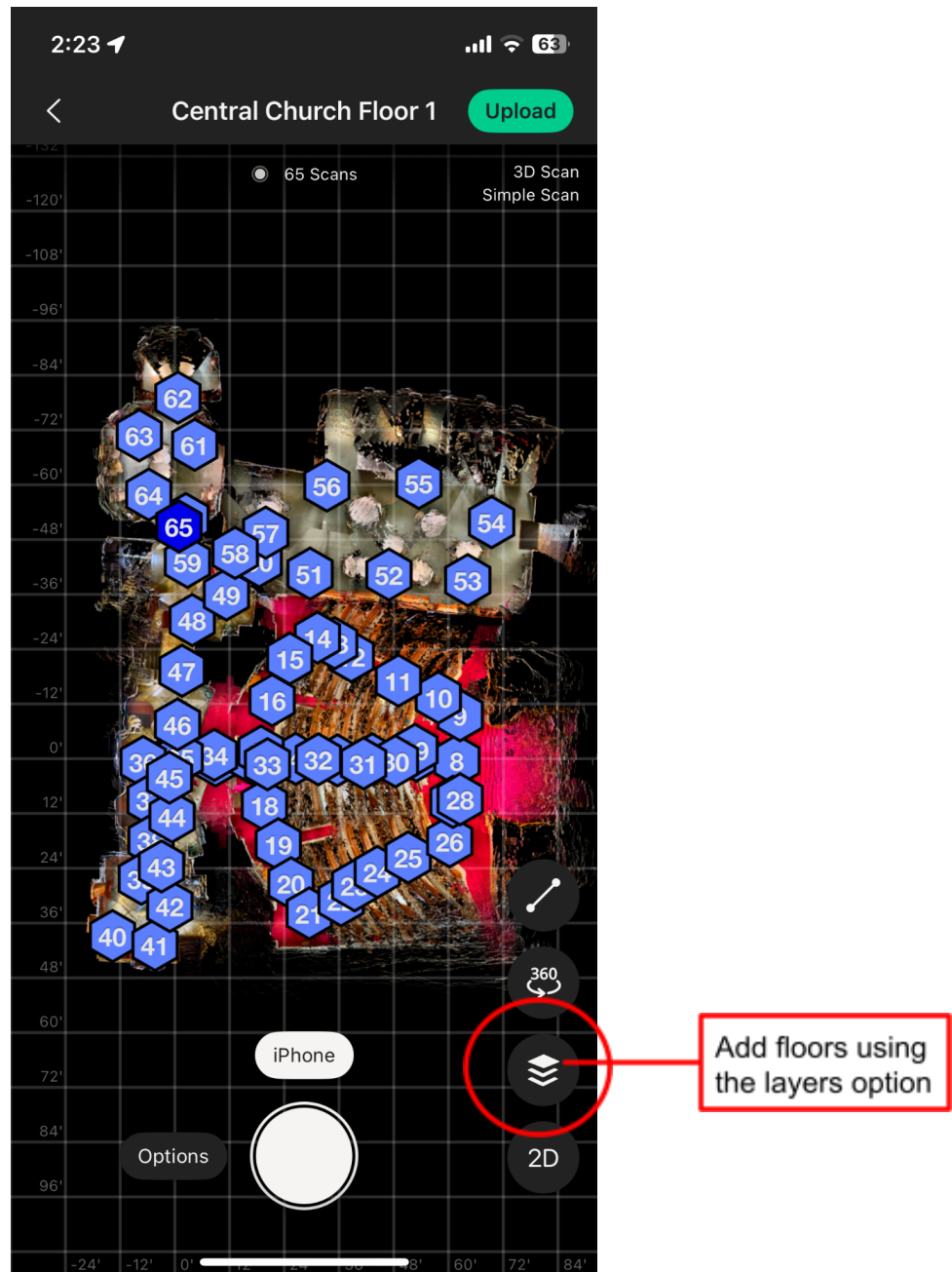
3. After saving your project information, a new page will open that will host the dollhouse view of the project as you begin scanning. It says, "Your scans will appear here. Tap the camera button to begin scanning with your iPhone or select an external camera."

4. Select **Options** from the bottom left corner. Here, you can change the type of scan. It will be automatically set to **3D Scan** and **Simple Scan**. For a basic virtual tour, keep these settings. “Complete Scan” will require more photos to capture the floors and ceilings. Click **Done**.

Begin Scanning

5. **Choose your starting location and prepare the space.** If you are scanning several rooms in a building, start at the main entrance/door. Ensure that all doors that you will be walking through are open (this will help with proper alignment) between scans.
6. **Plan your walkthrough.** How do you want your virtual tour to be experienced? The order of your scans will mimic the virtual tour experience for your viewer. For large rooms, you should plan to capture scans moving in a circle to ensure all angles of the room are represented. **The more scans, the more accurate your alignment and 3D rendering will be.**
 - a. **Note:** you are able to capture different floors and move up/down stairways in your scans, however, this can be tricky to do. You can add more floors (with separate scans) to create layers in your project. Select the **layers icon** in the bottom right on the project home screen to edit floor layers.
7. Select the **camera button** (white circle) at the bottom of the screen. Your camera will open with a prompt that says “Point the camera at the dot” and a large white circle below. **Align the outline with the circle** (it will turn red) to capture the image. A white dotted line will appear, prompting you to spin the camera to the right to capture the next image. Repeat this process several times until a full 360-degree view is captured.
8. Walk ahead to the next location, ideally no more than 6 feet in front of you. **Repeat the scanning process** with your camera.
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9. New scans will be automatically aligned to the previous scan (check for alignment issues/rescan as needed). You can try to **re-align scans** by selecting the scan number and selecting **Realign Scan**. This doesn’t always work, and re-scanning closer to the previous scan may be better.
10. **Repeat this process** until you have captured your entire space.

- a. **Remember:** if you need to add floors to your project, select the **layers icon** from the bottom right of the project home screen to add/edit floors. Each new floor will require its own set of scans (in other words, don't add Floor 2 scans to Floor 1).



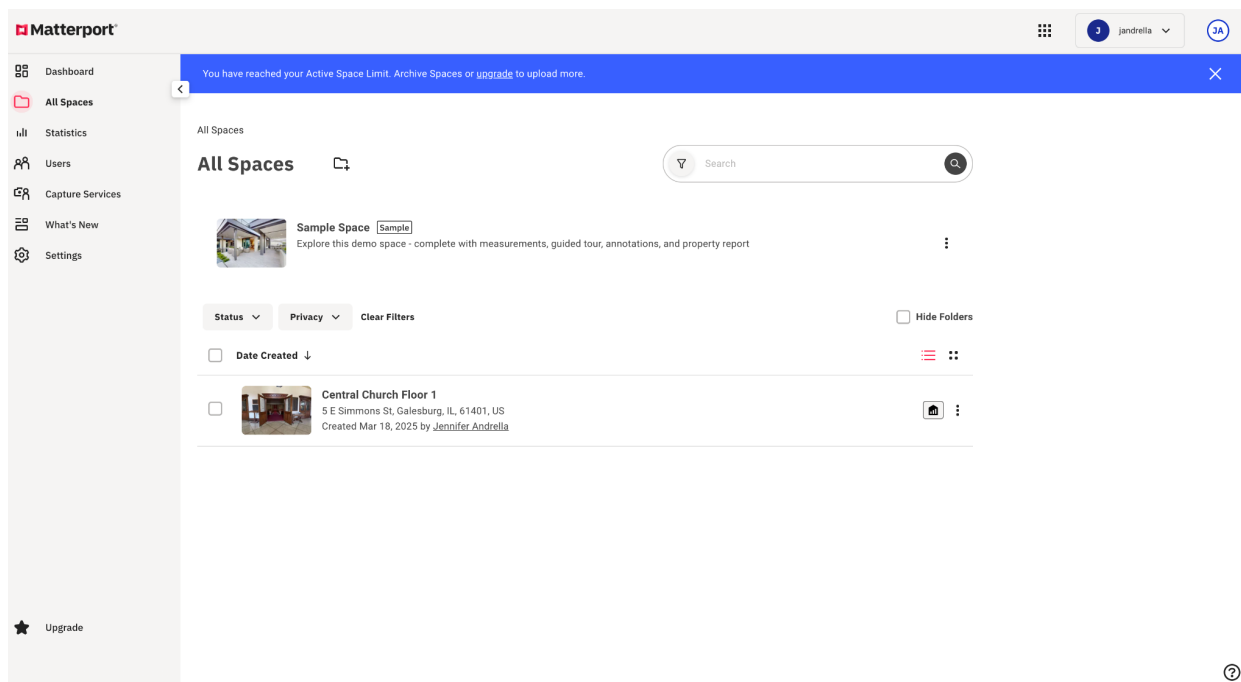
Uploading your Scan to my.matterport.com

1. **Your scans will automatically save** within the matterport app.

2. When your project is done, select the green **Upload button** from the upper right of the screen. Your project will begin uploading.
3. Depending on the size of your project, **the upload may take a long time to complete.** (A few scans of a room may take a half hour, 50+ scans may take several hours). Your project may not look like it is uploading, but it is.
4. **Log on to my.matterport.com** to see if your project has been uploaded in the Dashboard under **All Spaces**. When the upload is complete, your project will appear.

Part 2: Accessing, Annotating, and Sharing your Project from my.matterport.com

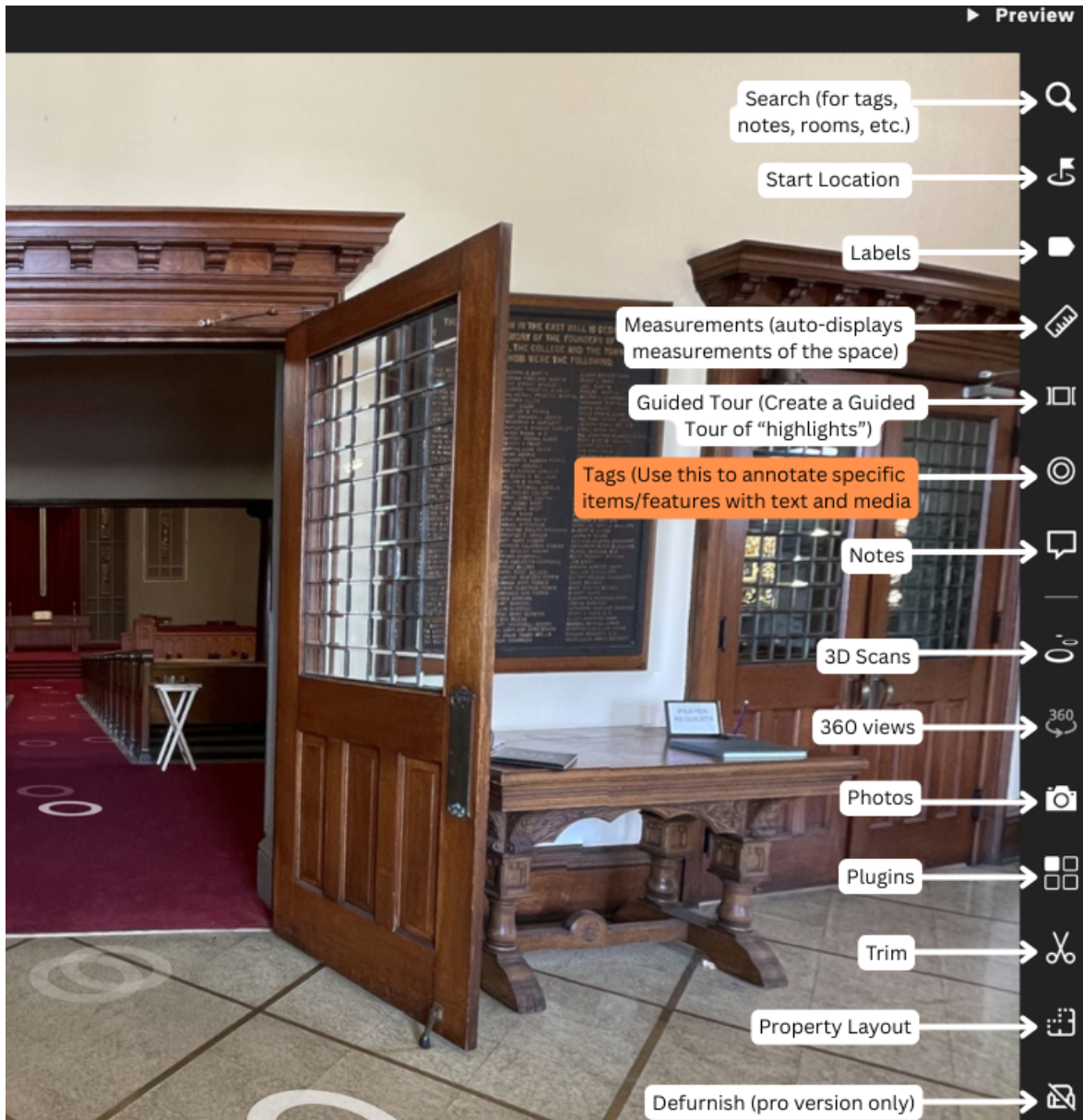
1. Log in to my.matterport.com and access the project dashboard. **All Spaces** from the left column menu will display your projects (remember the free account allows one project at a time).



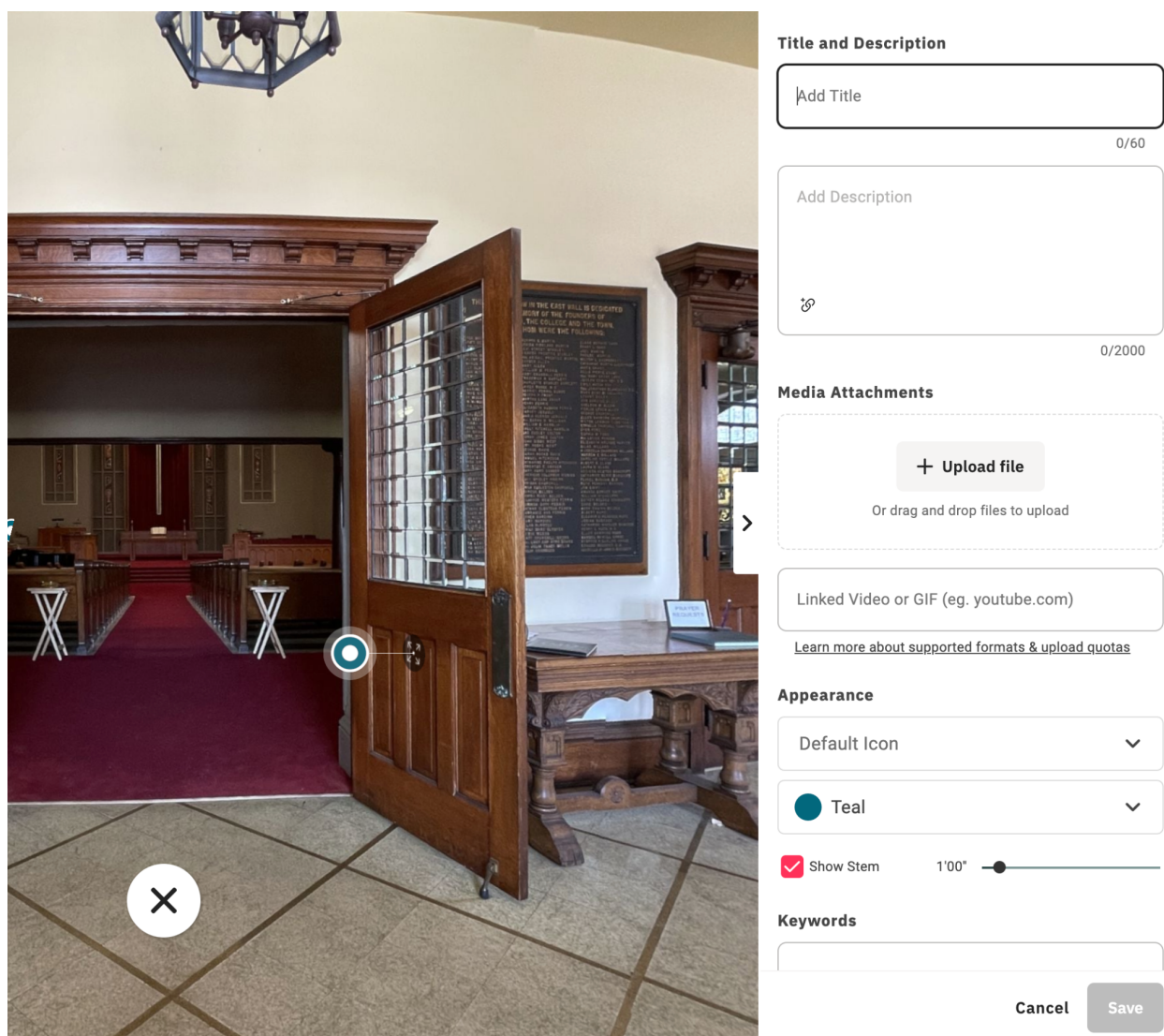
2. The menu on the left column includes other features such as **statistics** (see traffic data for your projects), manage **users**, learn about other **services** offered through matterport, see **what's new**, and access **account settings**.

Editing and Annotating your Project

3. Select your project from the **All Spaces Dashboard**.
4. Select the **Edit Button** in the upper right corner of the viewer pane.
5. A new window will open, displaying your virtual tour with a variety of menu options on the right side of the page.



6. **Tags (highlighted in orange above)** is the best option for annotating items and other features in your space. You can tag anything in the tour and each tag creates a pop-up with additional text and media (images or video). To add a tag, select the **tag icon** from the right menu, and then select the large **Plus + Button** in the center of the page to add a new tag.



7. Add a **Title and Description**, **Media Attachments** (yes, you can add **multiple!**), and manage the **appearance** of the tag icon on the screen.
8. Click **Save** to add the tag.
9. When you are done with the editor, select the **Exit Button** in the upper left corner to exit to the dashboard.

Sharing, Exporting, and Adding Collaborators to your Project

1. To share your project, select **Share** from the project dashboard page. A small window will appear where you can adjust some **Privacy Settings** and **Add**

Collaborators (type emails at bottom of the screen - one collaborator is allowed on the free version). We recommend keeping your project **Public**, especially if you are embedding it on another website.

2. Near the top right of the window, you will see options for **Sharing by Link, or Embed**. Copy and paste the link to share, or copy and paste the **Embed** code into another website (such as Wordpress) to display.
3. To export the files of your project, select the **Export Button** and choose the file package for download.