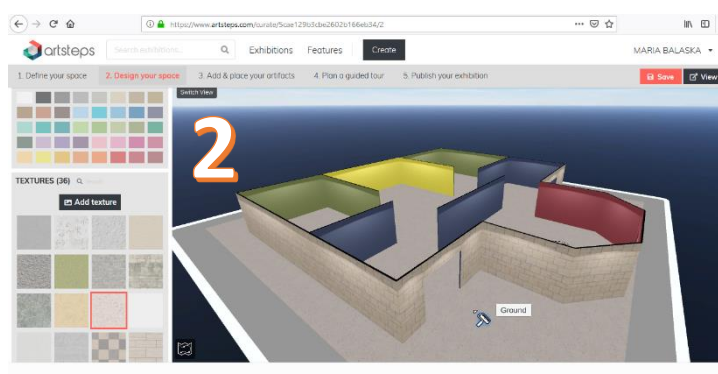
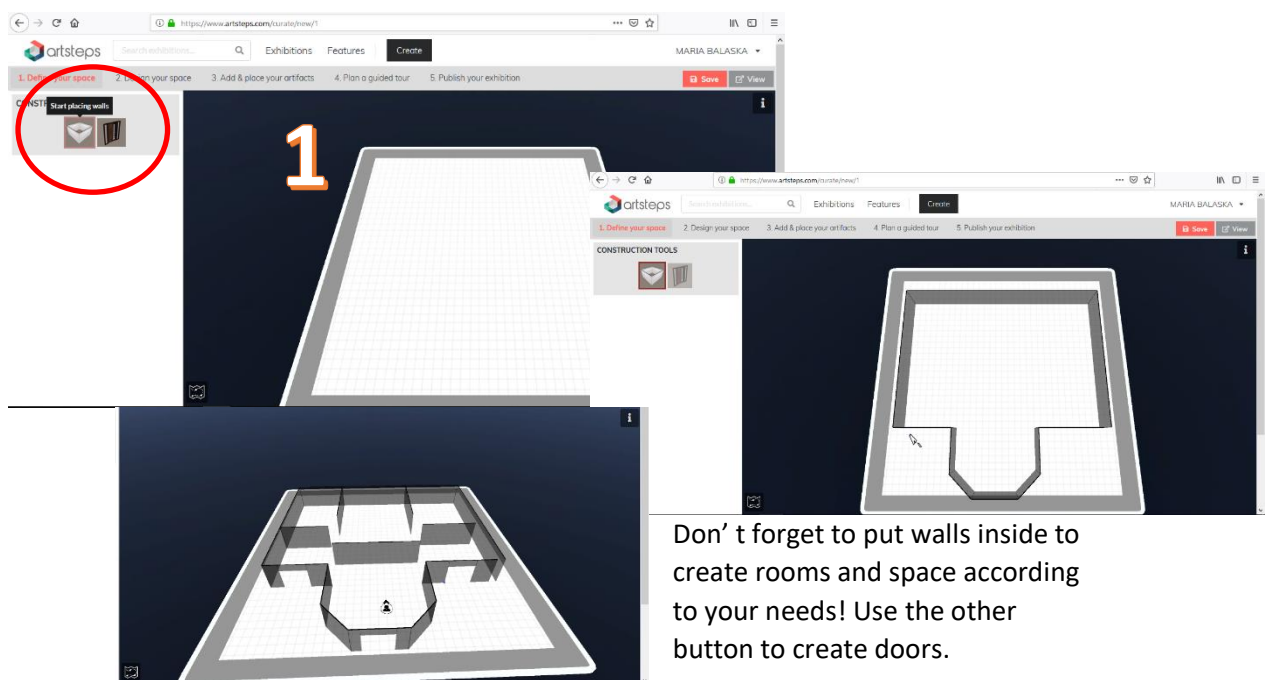


# Instructions on using “artsteps” platform

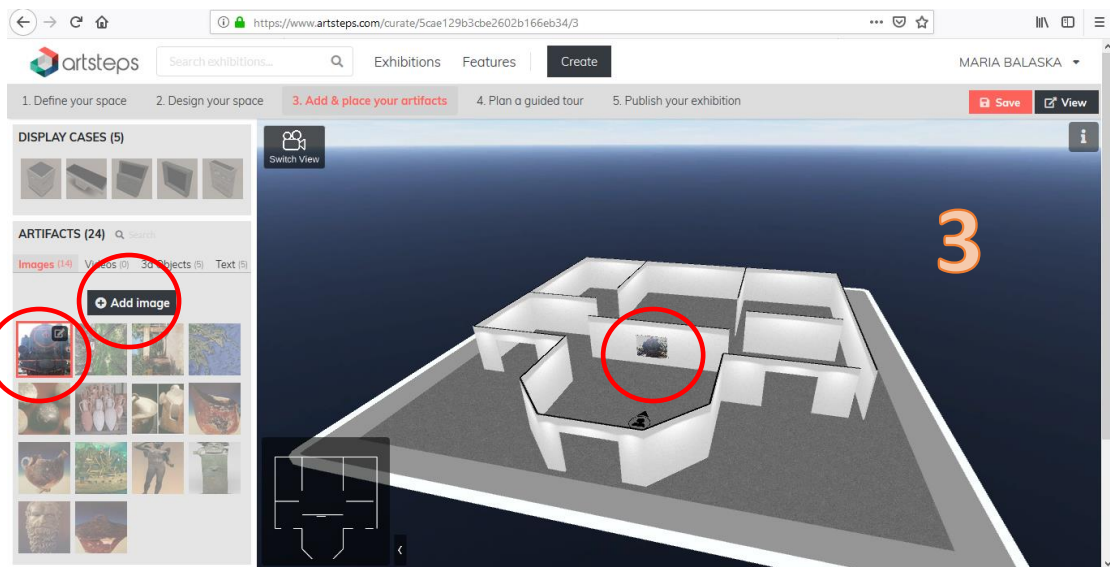
1. Visit <https://www.artsteps.com/>
2. Sign up to create your free account. Any other time you use the platform you just SIGN IN with the password you chose during signing in.
3. You can either “visit” an already existed museum or create your own!

**NOTE:** Before you start any work at the museum. Be sure you have prepared a FILE in your computer, with the material you want to add at your museum. This refers to photos, texts, information, audio or video files. This preparation will make your work much easier! Maybe you would like to consider even the layout of the museum (rooms, space, categorization of the artifacts). Click on the CREATE button.

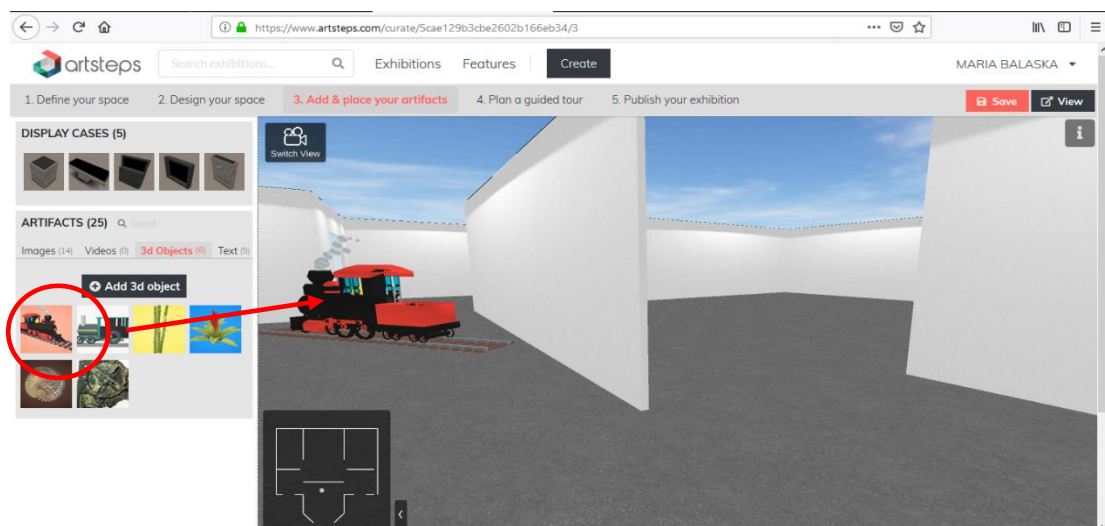
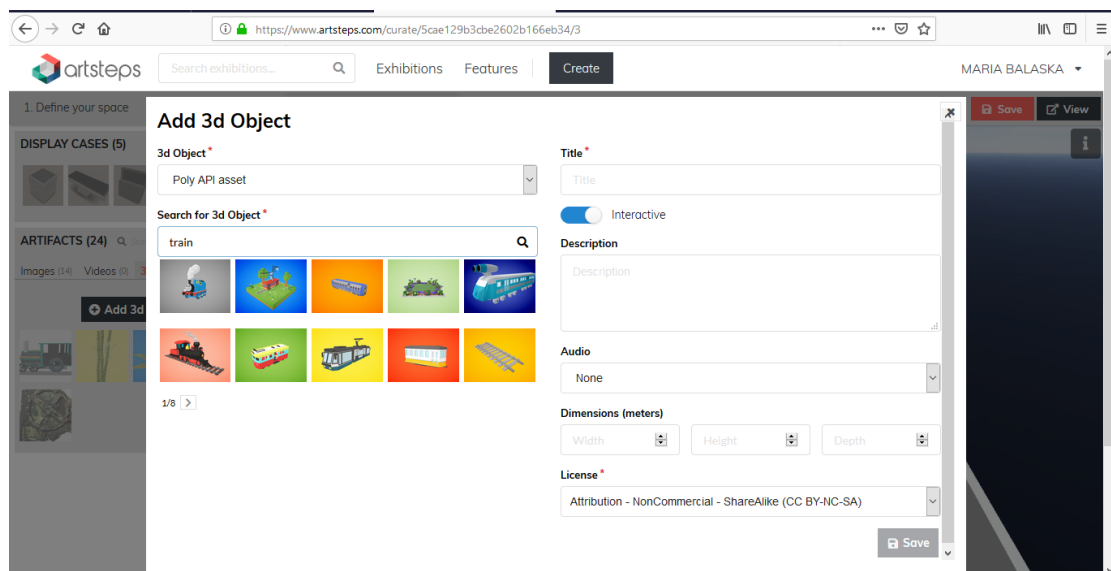
1. You will be asked to “Define your space”. In that area you build the walls openings (doors) for the museum.



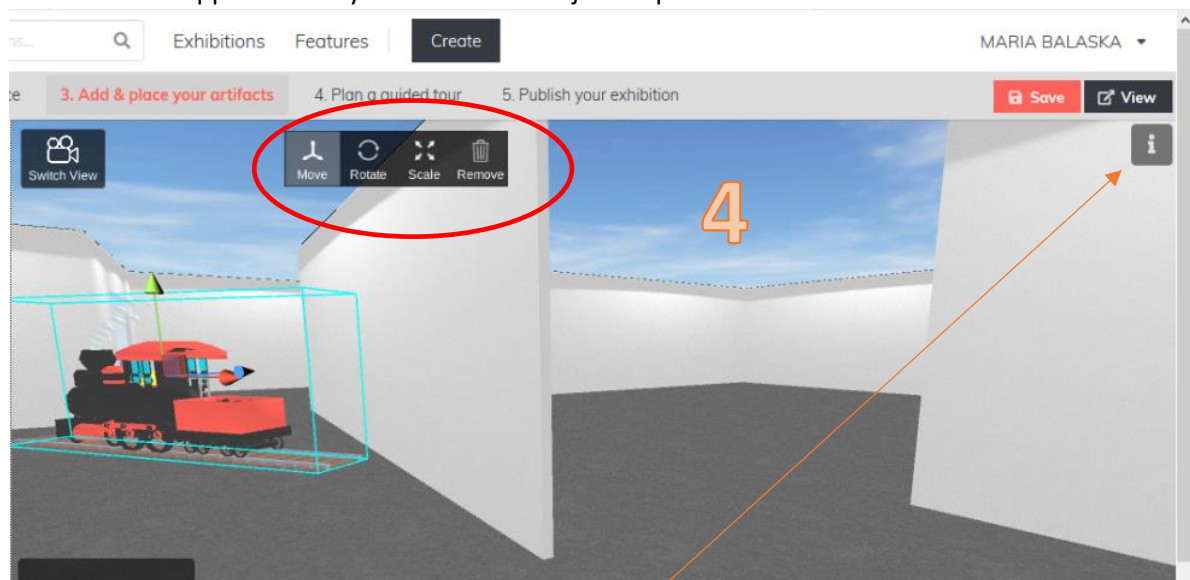
2. Now it is time to “Design your space”! Choose colors for your walls, floor or textures. Do not hesitate to be creative and make your own designs, combining the tools you were given!



3. You are ready to “Add and place your artifacts”! Firstly, add the images you have decided you want to place in the museum and then drag them on the wall. You can add 3D objects, from the gallery of the platform. Just click on the 3D objects and type the object you are looking for, e.g. train. Then drag the object to the space.



- Important note! To move, rotate or change the scale of the objects use the above, which appears once you click on the object or picture:



Whenever in doubt, click on the info button!

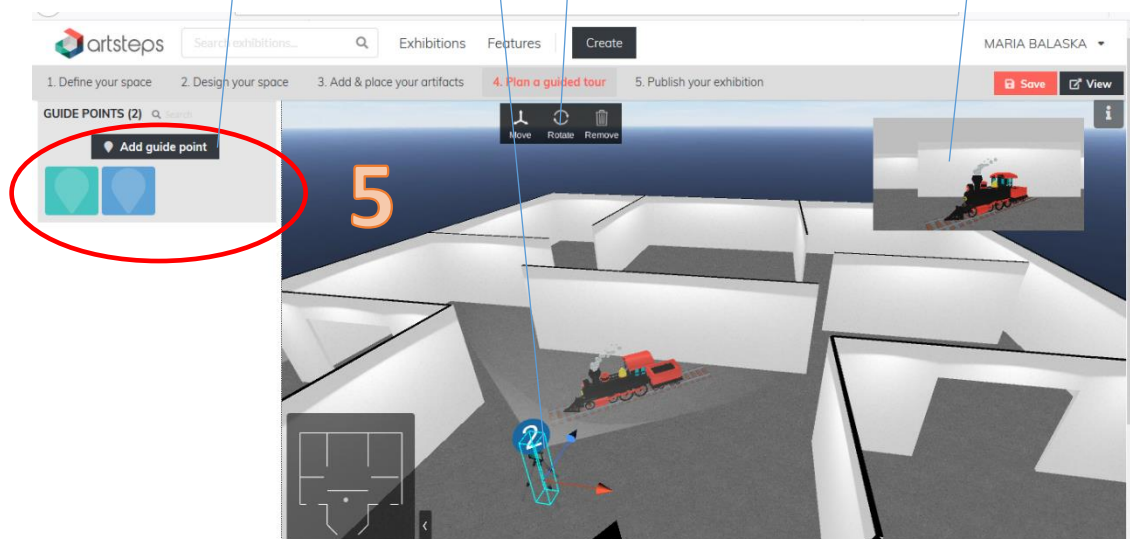
- After you have put your pictures, objects, videos, audios (all with the same way), it is time to “Plan your guide tour”, if you want. With this choice your visitors just press play and the tour you propose begins. But they can also “walk” around on their own using the mouse!

First add a guide point

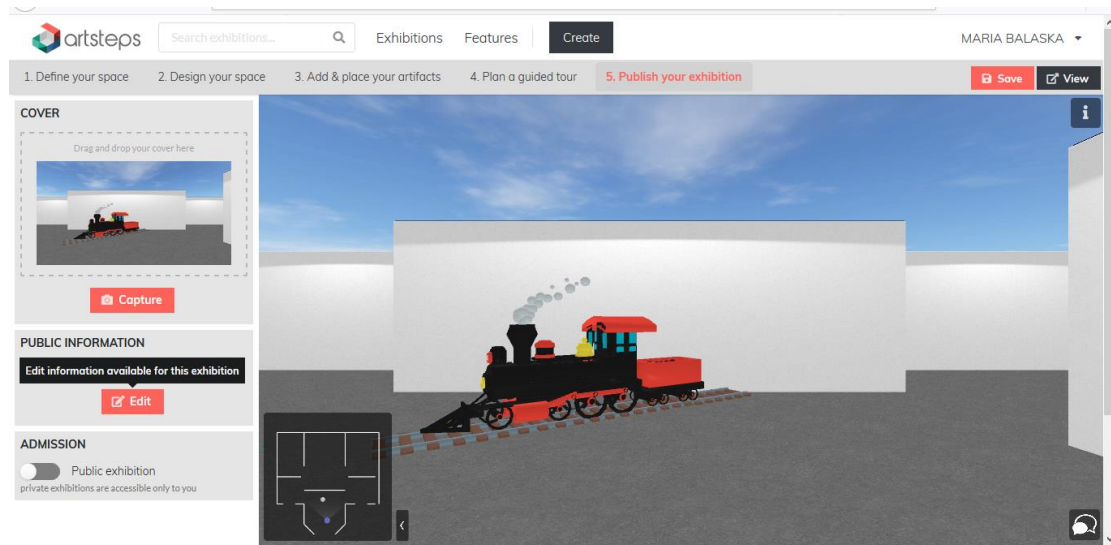
put the camera in front of the artifact/ object

You can see if the angle is right

Or move/rotate the camera



- Finally, after you put all the cameras in front of all the artifact, you are ready to “Publish your exhibition”!



Take a capture and Edit information of the exhibition, as Title ect.

NOW you are ready to search for your Virtual Museum and take a tour!