

## Veco User Guides – Property Photos & Images

### **Introduction**

“Veco-onesystem” allows images to be attached to each property.

Once recorded against each property, these images can be categorised into order of priority and then automatically uploaded to company websites and property portals.

All images recorded against each property need to be saved in the standard JPG format.

There are three types of images used by “Veco”:

- Photographs
- Floor Plans
- EPC Graphs

This document explains how each type of image is captured, edited, stored, and categorised.

## Photographs & Floor Plans

### Capturing

Photographs are generally captured using a digital camera. Each image should be taken using the same camera settings (ie resolution) and orientation (ie landscape). This will ensure property window cards and property lists show consistent image sizes.

Floor Plans are created in your floor plan software but need to be saved as JPG images before being loaded into “Veco”.

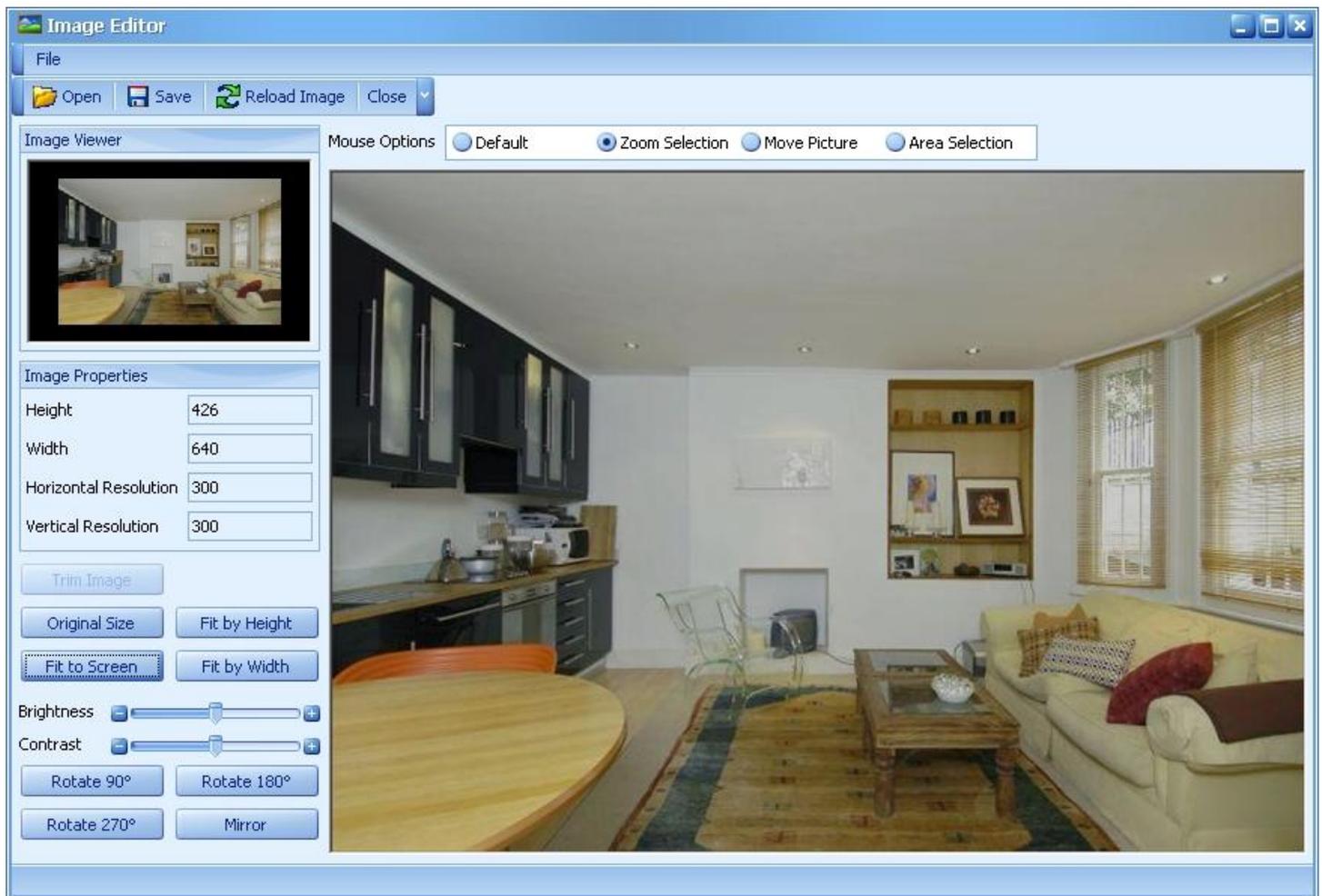
After taking the photographs the camera’s memory card, or the camera itself, will normally be connected to a PC and the images uploaded to the PC. At this stage the images can be stored anywhere on the PC or network.

### Editing

After storing the images from the camera it is sometimes useful to view each photograph to ensure they are suitable for including on reports. Software may have been provided with the camera to edit the photographs, but “Veco” does include an “Image Editor” facility.

To access the “Image Editor” facility of “Veco” click “Actions : Image Editor” from the top menu.

Click “Open” and select an image you wish to view and edit.



From this window the image can be manipulated as necessary.

The “Image Properties” on the left-hand side of the screen show the current height and width (in pixels), together with the horizontal and vertical resolutions.

Using the buttons on the left it is possible to resize the image so that it fits into the box on the left; the brightness and contrast can be adjusted; and if necessary the image can be rotated.

It is also possible to zoom into an area of the photo by either using the mouse wheel, or by selecting an area.

To zoom into an area of the image click “Zoom Selection” and then drag out an area of the image using the left-button on the mouse.

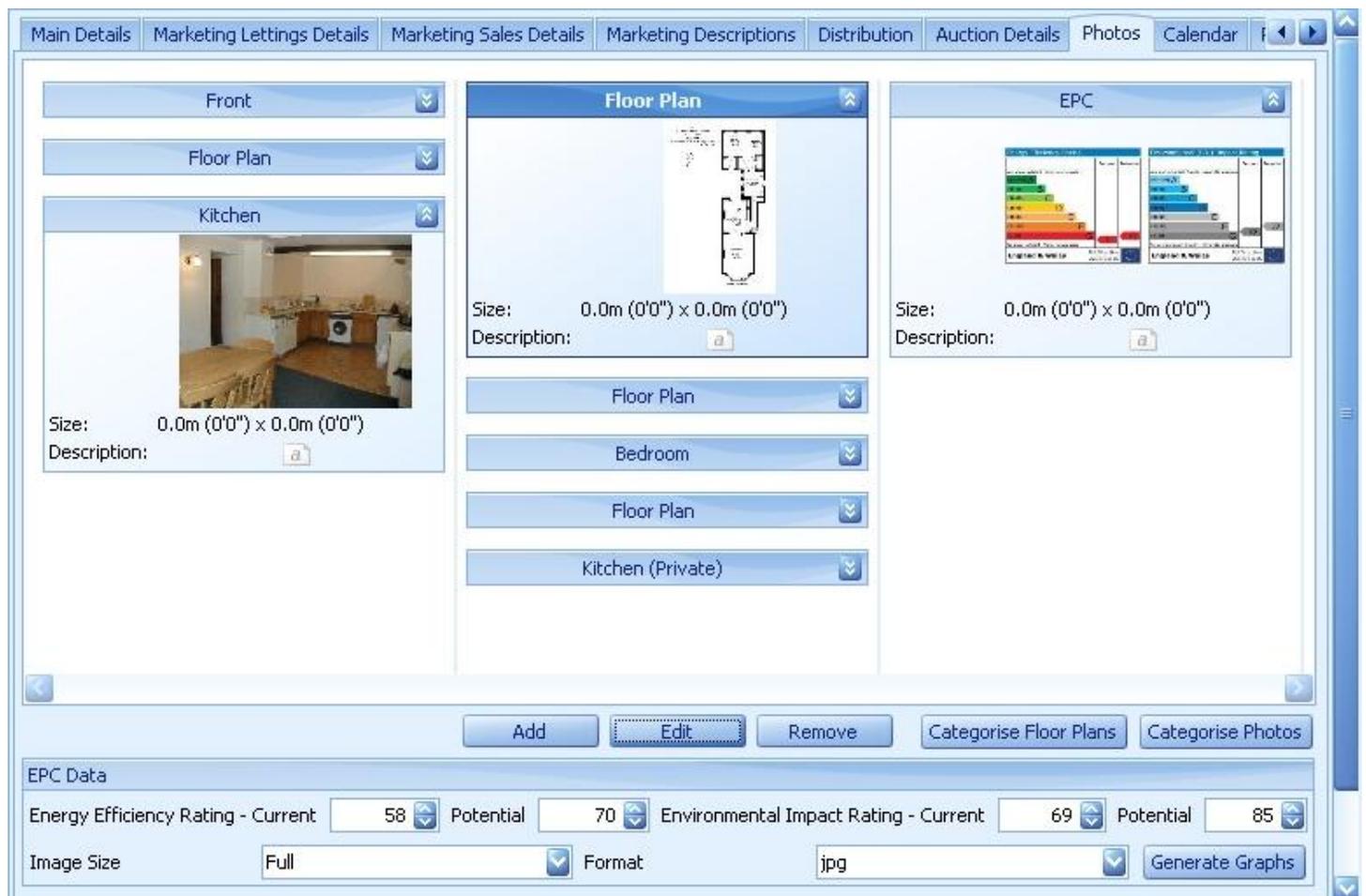
If an image contains unwanted information such as a white border it is also possible to trim an image. To do this, click “Area Selection” and then drag out the area you wish to keep using the left-button on the mouse. Then click “Trim Image”.

Any changes can be rejected at any time by clicking “Reload Image”.

After manipulating the image the changes can be saved by clicking “Save”. This will overwrite the original image.

### Storing

To store an image against a property go to the property details and select the “Photos” tab.



To add a new image click “Add”.

The screenshot shows a window titled "Property Picture". It has a standard Windows-style title bar with a close button. The window contains the following fields and controls:

- Type:** A dropdown menu.
- Size:** Four input boxes, each containing "0.0". The first two are followed by "m" and "ft", and the last two by "m" and "ft". A multiplication symbol "X" is between the second and third boxes.
- Description:** A large text area with a vertical scrollbar on the right.
- Private:** A checkbox that is currently unchecked.
- Photo Path:** A text box with a browse button (...).
- Image Preview:** A large rectangular area in the center that says "No image data".
- Buttons:** "Continue" and "Cancel" buttons at the bottom right.

### Type

Each image should be set to a particular “Type” to identify the room being represented by the photograph. Additionally, an image should be set to a “Type” of “EPC” to represent an EPC Graph, or “Floor Plan” represent a floor plan.

### Size

Optionally, enter a room size; this can be included on any property particulars. Sizes can be entered in either feet or meters and will be automatically converted.

### Description

Enter a brief description of the image.

The description can also be checked for spelling mistakes. To do this you should right-click on the description and then select “Check Spelling”.

### Private

If the photograph is not one you wish to be uploaded to a website or used on other particulars it should be marked as “Private”.

### Photo Path

Use the [...] button to locate the original image from your PC or network.

Click “Continue” to finish entering the image.

After entering the images the ones to be made public should be categorised – see below.

When the property record is finally “Saved”, each image will automatically be resaved and resized.

All images will be resaved in the “Images” folder of your central “Veco” company folder in the “Veco” root folder. The root folder can be found by clicking “Help : About Veco-onesystem” from the main top menu.

The “Images” folder consists of three sub-folders: “Original”, “Display” and “Report”.

A copy of the original image is automatically copied into the “Original” folder.

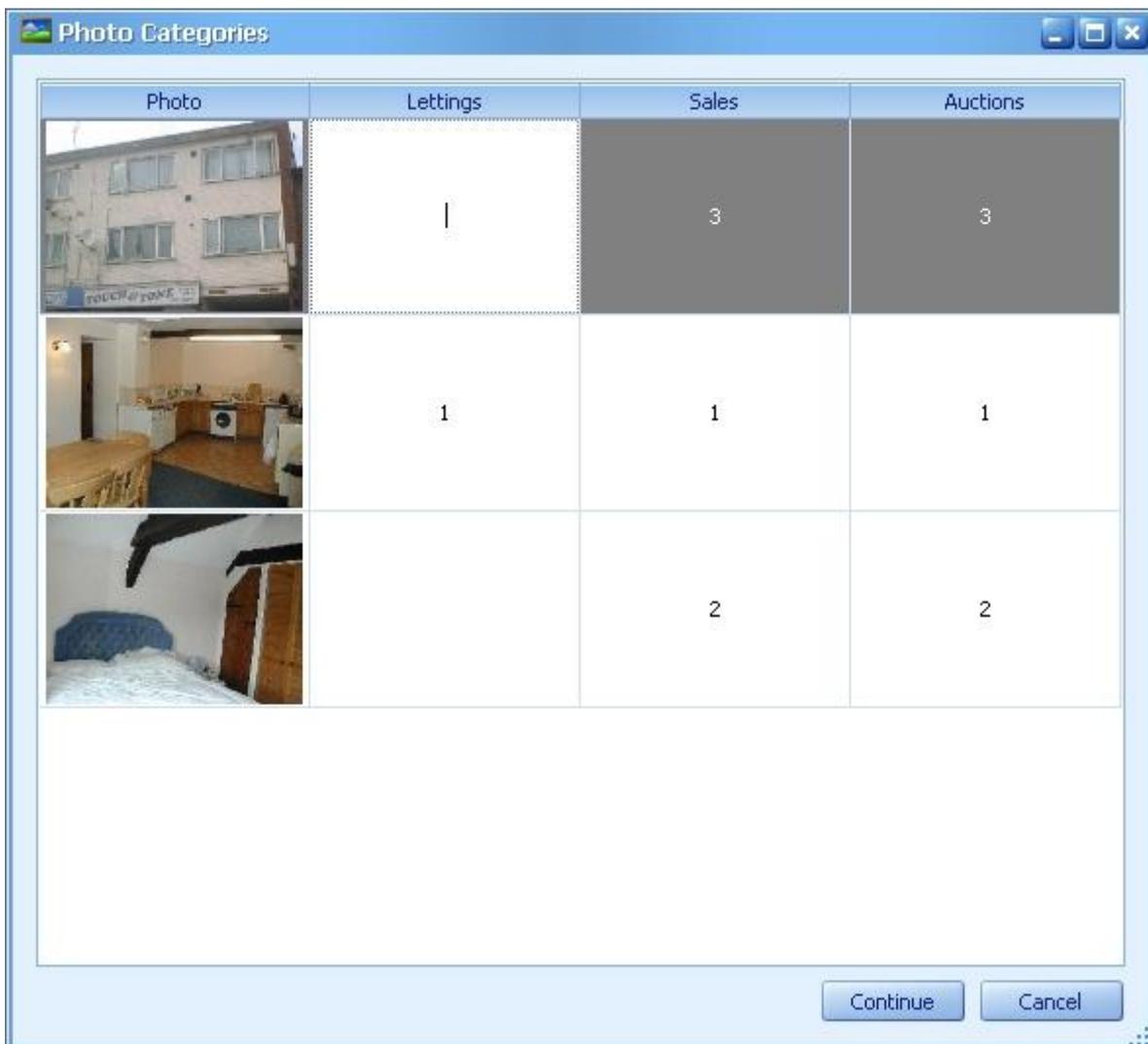
A reduced size image (600 pixels in height) is automatically saved in the “Display” folder. This is the image that is displayed whenever a small image is double-clicked.

A “thumbnail” size image (180 pixels in height) is automatically saved in the “Report” folder. This image is used for any letting/sales property listing reports.

The original image is never deleted.

### Categorising

Each photograph and floor plan should be categorised to ensure that any reports and websites use the relevant images in the correct order.



Photographs can be categorised differently for lettings, sales and auction properties.

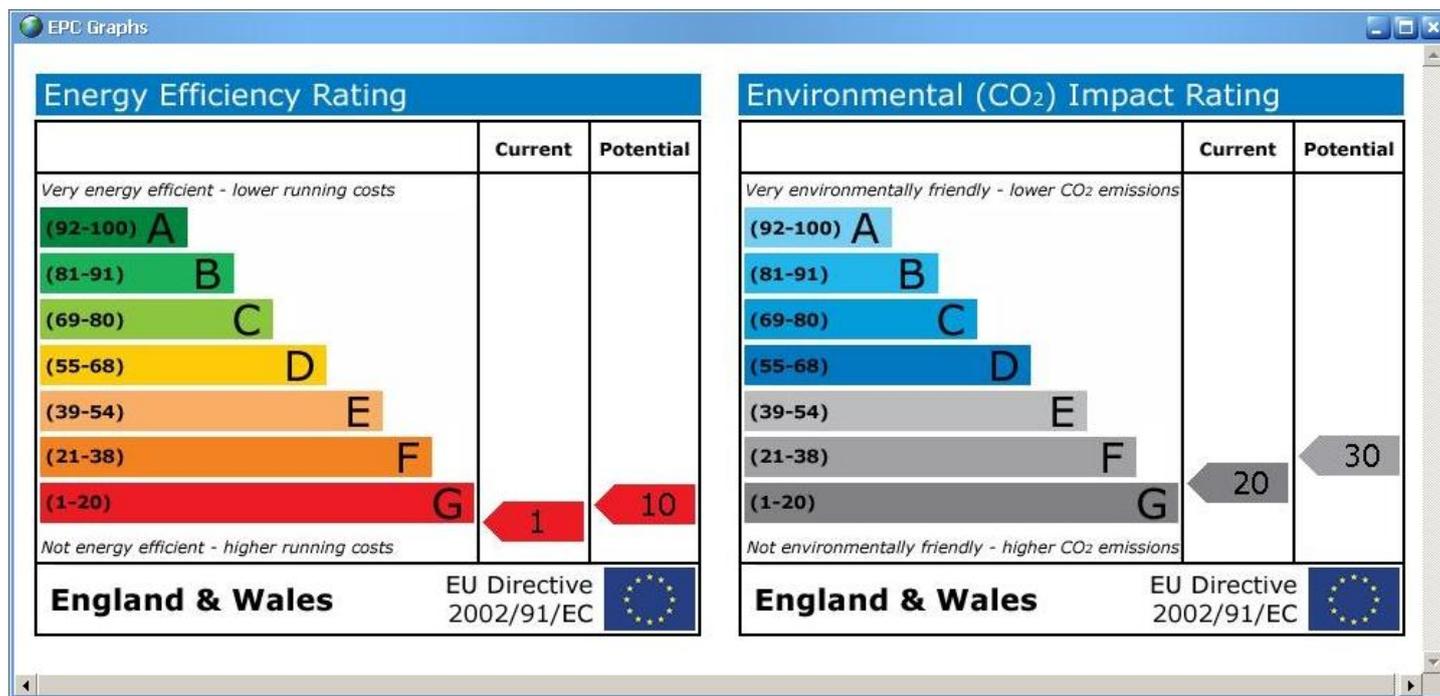
Alongside each photograph or floor plan enter a number to indicate the correct order.

A Photograph marked as 1 is always the main image that will appear on listings, and will be shown as the main image on websites.

Photographs can be categorised differently for lettings, sales and auction properties.

## EPC Graphs

EPC Graphs consist of two images – “Energy Efficiency Rating” and “Environmental (CO<sub>2</sub>) Impact Rating”.



“Veco” will generate both images from EPC Data provided by a qualified Domestic Energy Assessor.

### Capturing

In the “EPC Data” section enter the values provided for:

- Current Energy Efficiency Rating
- Potential Energy Efficiency Rating
- Current Environmental Impact Rating
- Potential Environmental Impact Rating

These are all values between 0 and 100.

To generate the images select an image size – (Full or Small) and then click “Generate Graphs”.

The graphs will be shown (see above).

### Storing

Each graph image can now be saved as a JPG file and saved against the property in the same way as photographs or floor plans.