

## 360° PHOTO LINK INSTRUCTIONS

### INTRODUCTION TO PROJECT:

For this assignment, FSU will be generating a PDF document with 360° Web Links using RICOH Theta. This will allow our clients to access a quality virtual tour of the surveyed spaces.

### VIDEO INSTRUCTIONS:

[Getting Started and Still Photo Bubbles](#)

[360 Photo Bubbles](#)

[Creating 360 Photo Links](#)

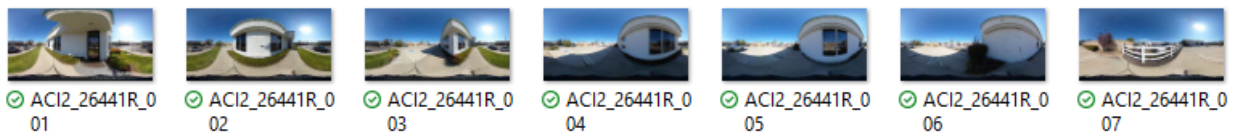
[Adding 360 Links to PDF Plan](#)

### WRITTEN INSTRUCTIONS:

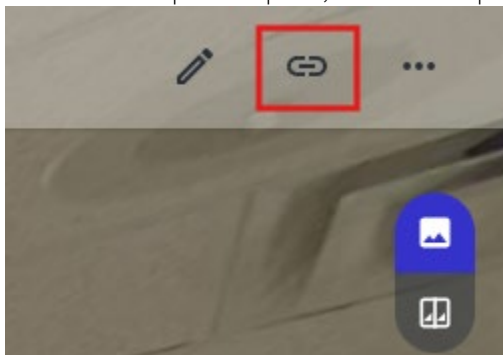
1. Download all 360° photos from QuickBase,
2. Combine all 360° photos into one folder,
3. Place photo bubbles in CAD according to their location,
4. Login to Ricoh360 with the link: <https://app2.ricoh360.com/login>  
Username: teamwork@fsusurveyor.com  
Password: FSU,80222!
5. Select “Add” at the top right of the screen.



6. Navigate to the folder containing the 360 photos and select them all, and then select “Open”.



7. Once all the files are uploaded, click on a photo.
8. When the 360 photo opens, click on the paper clip icon to copy the link.



9. Open the word document “ACI2\_XXXXX\_CityST\_360PhotoLinksTemplate\_2025\_V1.0”.

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10. Paste the link into the word document.
11. Repeat steps 7-10 until there is a link for each photo. When complete, the Word document will look similar to that shown below.

## Affordable Care Facility Assessment

### Santa Maria, CA

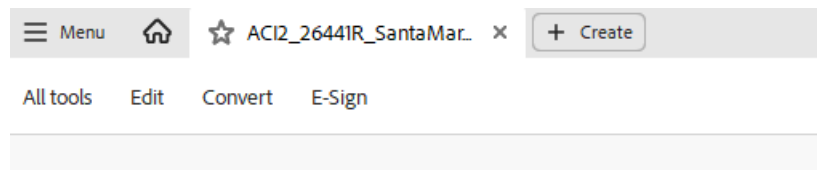
### Site:26441R

### 360 Links

Please see below for the 360 Degree images link address.

ACI2\_26441R\_001 <https://theta360.com/s/sQT1e6EMTVNHP9qeO9cyri9CC>  
 ACI2\_26441R\_002 <https://theta360.com/s/dlcX6Sza88VHKrVs5rs0FzEY4>  
 ACI2\_26441R\_003 <https://theta360.com/s/h5UAkXD6gSAHYIrq4sSnY6d4S>  
 ACI2\_26441R\_004 <https://theta360.com/s/j5eb7krRY1IWF7UY8ib8Vnge>  
 ACI2\_26441R\_005 <https://theta360.com/s/pFjkKFc4WGF3YzVZXNVCSERvs>  
 ACI2\_26441R\_006 <https://theta360.com/s/rjn63NhLKvOY42gMlzNjiZL7o>  
 ACI2\_26441R\_007 <https://theta360.com/s/2aj8zGVB8nRs8Ofz4x9NoYGHo>  
 ACI2\_26441R\_008 <https://theta360.com/s/af55XLQvPN117yOnuyniBm8h6>  
 ACI2\_26441R\_009 <https://theta360.com/s/cbiSHJHcGA8vLr0i0FpK8BpS4>  
 ACI2\_26441R\_010 <https://theta360.com/s/fEoPmYQ0JCn9VmQyDvgifitXM>  
 ACI2\_26441R\_011 <https://theta360.com/s/hJBDv4dFFAjJQh7VEIWwUCERO>  
 ACI2\_26441R\_012 <https://theta360.com/s/jhEvAkGlnPIhhK0WNU3h1HVs8>  
 ACI2\_26441R\_013 <https://theta360.com/s/nRz0k7NdricvdGN3dcogHuVxg>

12. Wrap Up Word Doc
  - o After all the photo links are generated, double check the links to make sure numbers are not duplicated,
  - o Once the final review is complete, save the word document as,
    - ACI2\_#####\_CityST\_360PhotoLinks
    - E.g. ACI2\_26441R\_SantaMariaCA\_360PhotoLinks
  - o Save the word document as a PDF with the same naming protocol,
  - o Upload both Word and PDF documents into the Final Deliverables Tab on QuickBase
  - o If this is listed as an individual assignment,
    - Please input a timecard for this assignment,
    - Complete the assignment by inputting a “Completion Date” for this assignment under Assignments Tab in QuickBase.
13. Add Hyperlinks to PDF Plan
  - o When the QC of the CAD is complete, plot the PDF of the plan with the photo key.



- o Select the Edit tab.
- o Select the link dropdown, then select “Add or edit link”.

Edit



MODIFY PAGE



Organize pages

ADD CONTENT

Text

Image **NEW**

Header and footer

Watermark

Link

[More](#)

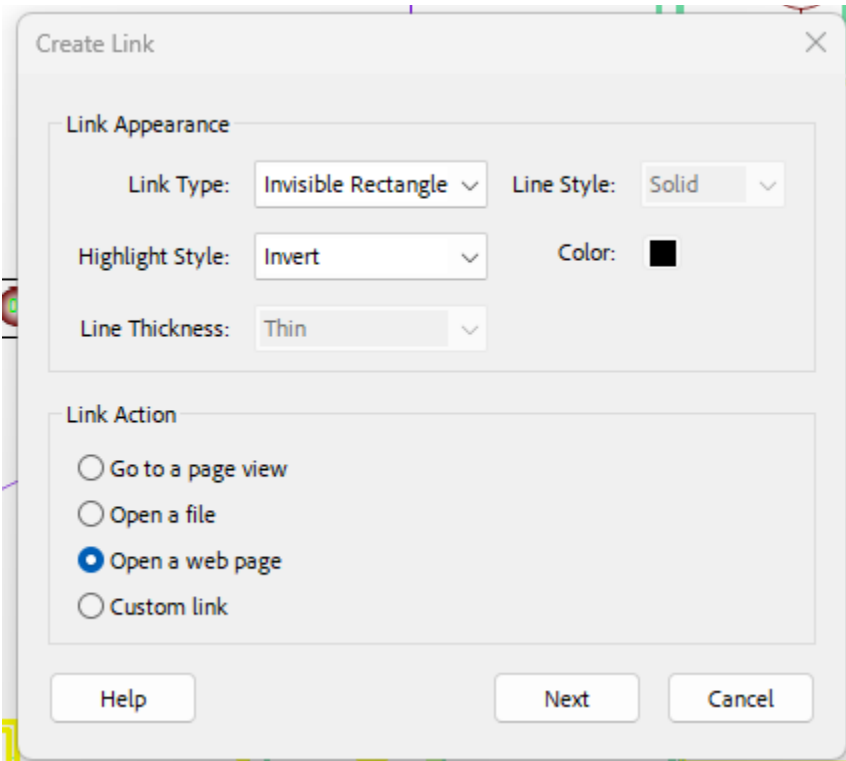
OTHER OPTIONS

Combine files

Redact a PDF

Prepare a form

- o Drag a box around the photo bubble that is being linked. In the pop-up select the following settings.



- Click Next and Copy the URL link from the work doc and paste in the next pop up. Select OK.
- Continue by dragging a box around the next photo bubble and repeat.
- When done, hit “Esc” a few times. Save the PDF and upload to Quickbase under the final deliverables.