iPads for Tours FAQ

Where are the iPads stored?
The iPads are in the Tour Office on the counter next to the Apple computer.
PLEASE NOTE: the iPads cannot leave the building.

How do I check out an iPad?
Use the binder on the counter next to the iPads

On what tours can I use the iPad?
There are eight iPads available. They can be used on any tours, private or public.

Can I use my own iPad?
Yes, however the MIA is not responsible for your iPad and supplying content for it.

How do I use the iPad?
With the iPad you can integrate photos, maps, videos, audio, TDX content, Verso, and internet searches (Google) into discussions.

What are recommended Best Practices?
- Like any good prop, the iPad is meant to enhance understanding of the work of art. The iPad is not the focal point of the discussion. We recommend using it on only a few stops during a tour.
- Let your visitors know that you intend to use the iPad and transition to its use: "Now that you've had a chance to see the fine detail on this gold lion, let me show you a short video on how those perfect little spheres are made."
- When searching for a particular item, hold the iPad with the screen towards you so that only you can see the screen. When you have found what you want, turn or flip the iPad over and the image will right itself to present to your visitors.
- When presenting, hold the iPad out in front, shoulder to chest high. Move from one end of the group to the other so everyone can see what's on the screen.
- When not using the iPad tuck it away as you would any prop (it will turn itself off after a few seconds of non-use).
- There are many photo props in each file folder. Pick those that best suit your tour theme; remember the focus is on the work of art.
- Keep video clips short, about 30 to 60 seconds.
- Be sure that tour participants can hear the iPad audio. For many videos, the better practice is to turn the sound off and narrate the video yourself.
- Practice, practice, practice: Be familiar and comfortable with operating the iPad and accessing the information you want. It is recommended that you shadow, or partner, with another docent or guide in the gallery before using it on your own.
- Please do not use museum devices to access personal and professional e-mail or other password protected accounts.

How do I add or create content?

- Only MGP staff adds content into the subject folders on the iPad. If you want to access additional photos for a specific tour, use the "Camera Roll" feature. Note that these files will be deleted on a periodic basis.
- MGP staff syncs new content to the iPads.
- Use the comment section in the checkout binder or email images to MGP staff to suggest additional content and share comments on current content.

NOTE: If you would like images or videos on the MGP iPads for your personal iPad **do not sync your device with the MGP computer**. Save the desired files from the iPad Content folder on the Apple desktop to a flashdrive, put them on your own computer, and then sync your iPad to your own computer.

How files are arranged on the iPads:

Artist known:
Artist last name (first name), object name (if specific object)
Examples:
Cole Willie
or
Moore, Battledore

Artist unknown:
(Gallery), Culture name, or Country, Object name
Examples:
Africa Yoruba Egungun Mask
Africa Egyptian False Door
Italy Venetian Writing Desk

Not in specific gallery:
Example:
Winterlights Special Exhibition