

Using iPads or Tablets on Tours

Like any good prop, an iPad or tablet is meant to enhance understanding of the artwork. The iPad is not the focal point of the discussion. We recommend using it on only a few stops during a tour.

Recommended Best Practices

- Let your visitors know that you intend to use the iPad or tablet 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).
- Pick photos that are best suited to 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 guide in the gallery before using it on your own.

iPads available in Tour Office

Three iPads are available in the Tour Office for checkout and use within the museum. (Do not take these iPads out of the museum.) They are located on the bottom shelf across from the coat rack. To borrow one, fill out the checkout form in the white binder next to the iPads. When you return it after your tour, please plug in the iPad to recharge.

Photo props are in “Albums” under the “Photos” icon on the desktop. The iPads have various videos and detailed images connected to many Mia artworks. For example, enlarged images show detail of the granulation patterns in the small gold Islamic lion. 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 on the Mia iPads?

- Only IPE staff adds content into the albums 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.
- IPE staff syncs new content to the iPads.
- Use the comment section in the checkout binder or email images to IPE staff to suggest additional content and share comments on current content.

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:

Winterlights Special Exhibition

NOTE: If you would like Mia images or videos for your own personal iPad or tablet, **do not sync your own device with the IPE computer in the Tour Office.** If you sync your own personal device to the Tour Office computer, it will wipe out your personal files. Instead, **save the desired image files from the iPad Content folder on the desktop to a flash drive.** You then can put the images from the flash drive on your own home computer and sync your iPad to your computer to load up the images.