

Tips for IT and Museum Work

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Bluetooth

- ◇ by far the easiest way to exchange data between a computer and a mobile phone.
- ◇ Most learners will have phones which are Bluetooth-enabled, and will be well versed in sending photos and videos to each other.
- ◇ To connect a laptop you will need to purchase or borrow a Bluetooth 'dongle', which is similar to a USB memory stick and connects to a USB drive.
- ◇ The precise method of connecting will depend on the type of computer, but put simply you will need to 'pair' the computer with each phone, which will involve the learners typing into their phones a code which will appear on your computer screen.
- ◇ When this is done the learners will be able to send you information from all over the museum, depending on the power of their phone.

Blogging

- ◇ To set up a blog visit www.blogger.com. You will need a free Google Account (which is different to Gmail): you will be prompted to do this. If multiple users will be posting make sure that you email them all giving them permission.
- ◇ Blogger has a very good help system and a simple interface: any issues which arise will be best dealt with by consulting their help pages.

YouTube

- ◇ Posting videos to YouTube is relatively easy. You will need to set up a free account using your email address. Then simply follow the steps when you click on 'Upload Video'.
- ◇ To make use of videos on YouTube, visit the website <http://vixy.net/>
- ◇ Post the URL (web address) assigned to your uploaded YouTube video, select a format, and then simply wait.
- ◇ To put videos into a blog, take the 'embed' code assigned to your YouTube video, and paste it into the text of a new blog post. The video should then appear.

Movies

- ◇ Most computers have their own movie programme - Windows Movie Maker for PC, iMovie for Mac. The best way to get to grips with these is simply to experiment: play around with various things and you'll soon get the hang of it.
- ◇ To upload videos from a Video Camera you will need to refer to instructions with the camera, your computer's help files, or a helpful Techie.