

# INSTALLING ARTWORK AND MEDIA GUIDELINES

*If you have any questions or concerns about installing artwork, please contact the Exhibition Services Lead Specialist via [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu). The specialist can also give you demos for any of the installation methods below. For any questions about installing media equipment, please contact MCAD's Media Center.*

*The standard hanging height for artwork is 58 inches, that means the middle of the art piece/pieces will be hung at 58 inches (which is a standard eye level height).*

## **2D ARTWORK**

- Prints, paper, posters, photos, and other lightweight 2D art can be hung relatively easily with poster or gel tape around the inner perimeter of the piece.
- Large 2D work can be hung with floreat nails through the top of the work.
- Magnets can also be used to hang artwork to avoid piercing through the paper or material. Map out where you would like to hang your art, and screw drywall nails so they are flush, one inch below the top of the art. Place artwork into position and put magnets over where the screws are.
- Floreat nails can also be used to hang artwork behind panes of glass, we recommend putting two nails at the bottom of the glass and two at the top to secure the glass into position.
- For work on board, we recommend screwing in l-shaped hooks on the bottom and top of the board to hold it into position.
- To calculate where to hang artwork, first measure the height of the artwork (if you are hanging multiple artworks on top of each other, add the heights of the art pieces plus the spacing you want in between them)
- Divide the height of work/works in half. Take that number and add 58 (This is the standard height of a person's eye level). This is the height that the top of the artwork will be at.
- If you take that number and subtract it from 58, you will have the height of the bottom of the artwork/s. This is helpful if you are hanging glass, since you will want to put nails on the bottom of the artwork first while hanging.

## **ARTWORK WITH A WIRE ON THE BACK (OF FRAME)**

- The golden hooks for floreat nails work great for holding wire, and can hold up to 25 pounds amount of weight per nail. You can use two or three hole hooks to use multiple nails and support hanging more weight.
- To calculate where to hang the floreat hooks, first measure the height of the frame/artwork. Then divide that height in half.
- Take that number and add 58 (This is the standard height of a person's eye level). This is the height that the top of the artwork will be at.
- Use your tape measure and pull up on the wire to see how far down the wire will hang from the top of the frame. Subtract this from the height that the top of the artwork will be at– and this is where you will hang your hook.

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## ARTWORK ON CANVAS

- We normally hang works on canvas by resting the top bar of the stretcher on drywall two screws, or more screws if the canvas is very large.
- To calculate where to put the screws, first measure the height of the canvas, then divide that height in half.
- Take that number and add 58 (This is the standard height of a person's eye level). This is the height that the top of the canvas will be at.
- Measure the lip of the stretcher bar to the top of the canvas, to see how far down the screws will go from the top of the canvas. Subtract this from the height that the top of the artwork will be at– and this is where you will put the screws.
- Example:  
(height of work / 2) + 58 = height of top of artwork  
 $(55"/2) + 58" = 85.5"$   
(height of work / 2) + 58 – stretcher bar height = where to hang hardware  
 $55"/2 + 58" - 1" = 84.5"$

## ARTWORK WITH D-RINGS

- When hanging small frames or canvases with d-rings, sometimes we can string picture wire across the d-rings and hang the artwork from that. With larger/heavier artworks, we will hang the d-rings straight onto screws or floreat hooks.
- To calculate where to put the screws or floreat hooks, first measure the height of the artwork, then divide that height in half.
- Take that number and add 58. This is the height that the top of the artwork will be at.
- Hold the d-ring upwards, and measure the height from the edge of the artwork to the hook part of the d-ring (where the hardware will sit). Subtract this from the height that the top of the artwork will be at– and this is where you will put the screw or floreat hook.
- NOTE: you will need to measure the height of each d-ring separately, oftentimes they are installed at different heights on the back of the artwork.
- Measure the distance between the two d-rings (in the center of the ring where the hardware would sit), and put that distance between your two screws or floreat hooks.

## INSTALLING SHELVES

- Decide on the height and placement of your shelf. A standard height we often use is 42 inches. Some shelves will be taller than that, especially if they are holding projectors.
- Hold the shelf up to the height, and use the drill to screw a screw in the shelf's hole. You will want to use a longer screw, of at least 2 inches.
- Place a level on top of the shelf, and adjust the shelf so it is level. Hold the shelf into place and drill in remaining screw/s.

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## INSTALLING IPADS

- Decide on the location of your iPad, you will want it to be close to an outlet if possible.
- Decide the height of your iPad, a standard height we often use is at waist level between 42-45 inches.
- Plug the iPad charging cable into an outlet so that you can see what length you will want the cord to be extended out to. For example, if the iPad is going to hang directly above an outlet, you will want to pull the iPad's cord in so that there is not much extra cord to deal with.
- Using drywall screws and a drill, install the arm of the iPad mount. You will want to make sure the arm is aimed upwards.
- Place the iPad case piece of the mount onto the arm part, making sure to place it to be whatever orientation you need (landscape or portrait).
- Using the small screws provided in the iPad set, screw in the iPad case part of the mount to the arm. Make sure to double check the orientation of the lock of the case, so that it will correctly cover the iPad's home button.
- Set the iPad into the case and plug in, you may have to wrap extra cord around inside the case. Lock case with provided key.
- Secure the remaining cord of the iPad with cord clips.

## INSTALLING TVS

- Decide on the location of your TV, you will want it to be close to an outlet if possible. If it isn't close, you will need a power strip with a long cord.
- Make sure that your TV has a mount (and both parts of it)
- If you are hanging your TV with nothing under/above it, you can center it at 58 inches (just like we do with artwork).
- First measure the height of the TV, then divide that height in half.
- Take that number and add 58. This is the height that the top TV will be at.
- On the back of the TV, measure how far the top of the mount is down from the top of the TV, to see how far down the mount will go from the top of the TV. Subtract this from the height that the top of the TV will be— and this is where you will install the mount.
- Depending on the mount you use, you will often need to use washers in addition to drywall screws for installing the mount. After putting in one screw, hold a level to the mount and adjust the mount to make sure it is level before adding more.
- Insert the power cord and HDMI cable into the back of the TV, and slide TV into the mount. If the TV does not fit with the cables in the back of it, you will need to add spacers between the mount and wall to accommodate it.
- Connect HDMI cable to media player, and hide media player behind TV. Tape down media player and cords behind TV, before securing the remaining cord connected to the outlet with cord clips.

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## INSTALLING PROJECTORS

- Decide on the location of your projector, you will want it to be close to an outlet if possible. If an outlet isn't nearby, you will need a power strip with a long cord.
- Projectors can be set on pedestals, shelves, or hung (please get assistance from Exhibition & Studio Services for hanging them).
- When installing a shelf for a pedestal, it is best to turn on the projector and let it project to get a sense of an appropriate height to install it.
- In most projectors, you can adjust the keystone and zoom levels to level it. The Media Center can help with this too.
- Secure projector with a cable tethered to pedestal or shelf, Exhibition & Studio Services can assist.

## INSTALLING IMACS

- Decide on the location of your iMac, you will want it to be close to an outlet if possible. If an outlet isn't nearby, you will need a power strip with a long cord.
- IMacs can be set on shelves or pedestals, pedestals with holes can hide the power cords and look particularly sleek.
- Secure iMac with a cord tethered through a hole in the iMac base, Exhibition & Studio Services can assist.

## INSTALLING WORK FROM LIGHTING TRACKS

- Utility hooks (available from the ESS office) can be twisted into the lighting tracks, and artwork lighter than 25 lbs may be hung from them.
- There are also outlet power adaptors that can be twisted into the lighting tracks. These are particularly useful for hanging lamp/lighting pieces that require power.
- Please refer to the [Hanging and Suspending Artwork Guide](#) for more methods of hanging and suspending artwork, and to see photos.

## CORD CONTROL

- Untidy cords can often distract the presentation of artwork, which is why presenting them in an orderly fashion is so important; this can be done by ensuring that there is not an excess of loose or curled cord, and that when the cord runs up the wall it is level (and not slanted).
- Plug in your cords entirely, and coil up excess cord length. This excess cordage can be taped and secured behind the TV/lightbox/ipad so that it is out of sight.
- Holding a level to the side of the cord to ensure that it is level, secure it down with small pieces of gaff tape. You can then use a hammer in cord staples (cord clips or telephone staples) around the cord. Note that there are different size staples for different cord sizes, and both black and white staples to match the cord color. Staples should be evenly spaced (about 8-4 inches apart), and the cord should be taught/tight- not loose.
- Sometimes you can use a wall mounted cord cover, which is just a white plastic square tube that the cords sit in. Secure these to the wall with tape on the back of them.

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- If a cord must run across a floor or walking space, the cord must be secured down. You can either secure the cord with gaffer tape or use a cord cover on the floor.

### SECURING ARTWORK/ELECTRONICS

- As requested by the Media Center, freestanding media equipment must be secured to deter theft. Ipad and TV installed via their mounts suffice as being secured, however we do secure projectors and speakers with steel aircraft cable.
- To secure a projector or speakers, run a line of cable around them or through an inlet/bar; then slide a ferrule onto the cable so that the ferrule is near the end of one side of the cable and still attached to the rest of the cable. Make sure the cable is secured tightly, before crimping the ferrule with the crimp tool. At the other end of the cable, add another ferrule and crimp to form a small loop. You can then tether this loop in the cable to the wall, a shelf, or pedestal.
- To tether the cable loop to a pedestal or the wall, place a washer on a drywall screw and then place the looped end of the cable and drill the screw into the pedestal. To tether the cable loop into a shelf, place the looped end of the cable onto the screw that holds the shelf and drill in, so that the cable is sandwiched between the shelf and wall.
- When securing books, use jewelry wire instead of cable. The jewelry wire can be wrapped around the spine and the middle of the book, and then a small bead can be crimped to secure it. The other end of the jewelry wire can be looped and secured to a pedestal or shelf.

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