

Audio & Video

Some American Memory collections contain audio and video selections. Windows users will find that the Windows Media Player, which comes pre-installed, can play many formats. Macintosh users will find the same holds true for the QuickTime Player. All available formats may be downloaded except the RealAudio and RealMedia files. RealAudio and RealMedia files only captures and saves a web link or web address since RealMedia is a streaming technology.

Listening to Audio or Watching a Video

1. Take your mouse cursor to chosen format link and “normal” click.

Download free players as needed:

RealMedia- Download this free player at <http://www.real.com>

QuickTime- Download this free player at <http://www.apple.com/quicktime/download/>

Saving Audio or Video Media

1. Place the computer's mouse over the link to the video file. The arrow will change to a hand.
2. Click the right mouse button (Mac users: push down and hold the button of the mouse). A menu will appear. Select **Save Target As** or **Save Link As**.
3. A box will appear to name the file and designate which folder you wish it to be saved.

Saving Recommendations:

Consider saving higher quality and universal (Windows Friendly) file formats such as:

Audio- MP3 format (.mp3)

Video- MPEG format (.mpg, .mpeg) - Especially for projecting video

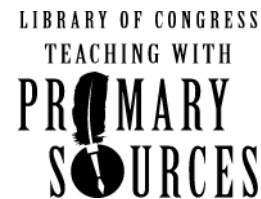
References:

Library of Congress Web site, <http://www.loc.gov>

American Memory Help, <http://memory.loc.gov/ammem/help/index.html>

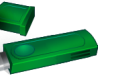
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Tech Tips: Using Digital Resources at the Library of Congress Web site

LEARN TO ACCESS AND DOWNLOAD PRIMARY SOURCES WITH HIGH-RESOLUTION IMAGES, ENHANCED TEXT, SOUND RECORDING, VIDEOS AND DIGITAL MAPS FOR EDUCATIONAL USE. BE SURE TO CHECK RIGHTS AND REPRODUCTIONS OF SOURCE YOU INTEND TO DOWNLOAD.



GETTING STARTED—THE BASICS

CREATE A FOLDER (or directories)

Before getting started, create a folder on your memory drive to save digital resources, web pages, and word documents (and bibliographic pages).

1. Locate and select the place where you want to create your folder.
2. Open the File menu, then click on “New”
3. Then click “Folder” and type in a name for the new folder
4. For this session, type in **Library of Congress** or **LOC**

ACCESSING SAVED FILES

There are different ways to access saved files and folders from your computer.

One way is to:

1. Locate and click on the “My computer” icon on your desktop
2. Locate the folder where you saved the files
3. Access the folder
4. You should be able to see saved files. Double clicking the file should automatically open the file.

*PC Users: If you cannot find the “My Computer” icon on your desktop, click “Start” at the task bar and locate “My Computer”

SAVING WEB PAGES

1. Locate a web page of interest, like a **bibliographic item page**, and then select **File** on the menu bar of your internet browser.
2. From the list that appears, select **Save As**.
3. Select the folder where you want to save, and click **Save**.

*When you save a web page, by default an accompanied folder will appear with your image to support the web page being saved.

MAC Users:

To save a web page, click on **File**, **Print**, and choose “**save as pdf**”. Choose its folder location, name the file, and click **Print**

PRINTING WEB PAGES

Print web pages by clicking on the **print button** on your web browser’s toolbar. Alternatively, you can access print commands from the **file menu**.

*If you are viewing a web site with frames, make sure you click your mouse on the frame you want to print before clicking the print button.

LINKING, BOOKMARKING, OR ADDING TO FAVORITES- BIBLIOGRAPHIC PAGES IN THE AMERICAN MEMORY WEB SITE

When you search the American Memory collections, many of the web pages displayed are created “on the fly”. “On the fly” pages create problems for linking, bookmarking, and adding to favorites since the temporary URL or web address is temporary and cannot be accessed later, yielding a web page that reads, “Not Found”.

Listed below is a way of locating a permanent web address (URL) for bookmarking or adding a web address of a bibliographic records page to your “Favorites”.

LOCATING & COPYING THE PERMANENT URL

1. Search for a primary source within the American Memory collections using your Internet browser. If the web address is very long or has the word “temp” included, follow the directions below.
2. Normal click on **View** menu and select **Page Source**.
3. **A new window will open**, showing the HTML formatting tags for the page you received from your search.
4. **Scroll to the bottom** of this new window.

You will see:

<!-- The following URL will result in display of this document -->

<!-- [http://memory.loc.gov/cgi-bin/query/r?ammem/lhbcbbib:@field\(NUMBER+@od1\(lhbc+03436\)\)](http://memory.loc.gov/cgi-bin/query/r?ammem/lhbcbbib:@field(NUMBER+@od1(lhbc+03436))) -->

Highlight and copy the complete URL, beginning with the <http://> including two final parentheses. Not bolded area in above URL.

Example:

[http://memory.loc.gov/cgi-bin/query/r?ammem/lhbcbbib:@field\(NUMBER+@od1\(lhbc+03436\)\)](http://memory.loc.gov/cgi-bin/query/r?ammem/lhbcbbib:@field(NUMBER+@od1(lhbc+03436)))

Close the window displaying the HTML formatting tags.

CHECK THE URL & BOOKMARK THE WEB PAGE

Paste the URL in your browser's Address/Location window, as you would any other URL.

To test the URL, press the **Enter** or **Return** key on your keyboard. If the browser brings up the correct item, you now have the permanent URL!

BOOKMARK THE PAGE

Go to the **Bookmarks/Favorites** menu on the web browser menu bar, and then select **Add Bookmark/Add to Favorites**.

VIEWING & SAVING IMAGES- PRINTS, PHOTOGRAPHS, & DOCUMENTS

Images are usually in .gif or .jpg format. American Memory also contains images in .pcx and .tif formats. A complete description of these formats can be found at <http://memory.loc.gov/ammem/help/view.html>.

Viewing Images

Take your mouse cursor over the image (thumbnail) and “normal” click.

THIS WILL MAKE THE IMAGE LARGER. PLEASE NOTE THAT SOMETIMES, CLICKING ON THE THUMBNAIL WILL TAKE YOU TO ANOTHER WEB PAGE RATHER THAN MAKING IT BIGGER OR MAY NOT DISPLAY ANYTHING IF A LARGER IMAGE IS NOT AVAILABLE FOR THAT PARTICULAR THUMBNAIL.

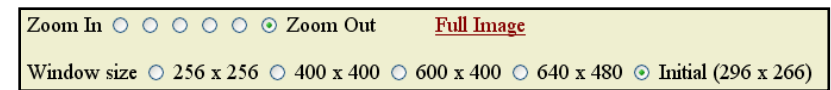
Saving Images

1. Place the computer's mouse over the image (*higher resolution .jpg image recommended for better printing*). The arrow will change to a hand.
2. Click the right mouse button once (Mac users: push down and hold down the button of the mouse).
3. A menu will appear. Select “**Save Picture As**” or “**Save Image As**”.
4. A box will appear in which you indicate the name of the image and where you wish to save the image. Be sure to choose the folder you created.

Viewing Maps

After locating a digitized map from the collections of the American Memory web site, you can change its view, zoom level, and download sections of a map.

1. Click on the thumbnail image of the map and enlarge. A digitized map will have options for zooming and changing its window size.
2. Zoom in: Select desired zoom level by zooming in (choosing a dot in the middle)
3. Window size: increase the size of the window by choosing 640 x 480.
4. Then click anywhere in the map to explore!
5. Return to the original image by clicking on “Full Image”.



Saving a Portion of Map Image

After viewing desired section of map, place the mouse cursor over the image and continue to follow “Saving Images” directions above.

Printing an Image

(Windows) After saving an image, locate image within the folder, right click to open the image using *Windows Picture & Fax Viewer*. Using the wizard will allow you to print a high quality file to fit an 8 1/2 x 11 paper easily. Mac users can click to open the image, then choose file and print.

Image & Document Formats

TIFF (Tagged Image File Format, .tif, .tiff) - Used for images of original pages

Download for Windows: AlternatTIFF TIFF Plug-in, <http://www.alternatiff.com> OR IrfanView, <http://www.irfanview.com/> and Mac: Graphic Converter, <http://www.lemkesoft.de/en/graphcon.htm>

PCX (.pcx)- Used for images of original illustrations

Download for Windows: IrfanView, <http://www.irfanview.com/> and Mac: Graphic Converter, <http://www.lemkesoft.de/en/graphcon.htm>

MrSID (.sid)- Wavelet compression technology used for page images or decompresses only that portion of the image requested by the user (MAPS)

Download for MrSID, http://memory.loc.gov/ammem/help/download_sid.html

JPEG2000 (.jp2), IrfanView, <http://irfanview.com/>

**Some suggested recommendations from American Memory Help, <http://memory.loc.gov/ammem/help/view.html>*