



# Make It and Take It: Creating Content with Primary Sources

## Prerequisite Tools and Skills

- Personal Computer (Windows or Macintosh) with Internet connectivity
- Familiarity with Internet browsing and searching using common web-browsers such as Microsoft Internet Explorer or Netscape Navigator
- Understanding of the Library of Congress web site, American Memory, and searching for primary sources
- Personal Computer (Windows or Macintosh) with Internet connectivity and at least: 256 MB of RAM, Pentium III 850 MHz (or higher), and either a CD-RW or DVD-RW optical drive.
- Web browser
- File Manager

# Workshop

# A5

## Table of Contents

Homework Activities .....	ii
Resources .....	iii
Checklist .....	1
Overview .....	2
Objectives .....	2
Lesson 1 • Downloading Primary Sources .....	3
Activity 1-1: Downloading Audio .....	3
Activity 1-2: Downloading Video .....	4
Activity 1-3: Downloading Images.....	5
Activity 1-4: Printing an Image Directly from the Web Page .....	6
Lesson 2 • Creating an Interactive Bibliography .....	6
Activity 2-1: Putting it All Together – Downloading, Compiling, & Hyperlinking .....	7

# Contents

## Homework Activities

(Required for CEU credit)

- A completed Primary Sources Asset List.

# Activities

## Resources

- Annotated URLs used in this workshop.
- One copy of the Primary Sources Asset List.
- List of topics/subjects you are interested in pursuing for classroom use.
- Links to primary sources you have identified from the Library of Congress or other websites.
- Any primary sources you may already have.

# Resources

## Checklist

### Workshop A5 – Make It and Take It: Creating Content with Primary Resources

#### *Required:*

- Personal Computer (Windows or Macintosh) with Internet connectivity and at least: 256 MB of RAM, Pentium III 850 MHz (or higher), and either a CD-RW or DVD-RW optical drive.
- Ability to utilize the Library of Congress website and search for primary sources.
- Ability to bookmark, link and save a Library of Congress URL (Uniform Resource Locator).
- Ability to download primary sources from the LOC web site.
- Recall Copyright and Fair Use guidelines.

#### *Optional:*

- List of topics/subjects you are interested in pursuing for classroom use.
- Links to primary resources you have identified from the Library of Congress or other websites.
- Any primary resources you may already have.
- Explore various Collections in the American Memory website and begin thinking about the types of activities you can create for your classroom. <http://memory.loc.gov/>

# Checklist

## Overview

### **Make It and Take It: Creating Content with Primary Sources**

This session includes hands-on activities to make the Library of Congress virtual collections of primary sources available for students. Participants learn to download the primary sources and use techniques to replicate the artifacts in physical form.

### **Objectives**

At the end of this workshop, participants will be able to –

- Identify methods to deliver primary sources in the classroom.
- Download a graphic primary source.
- Download an audio primary source.
- Download a video primary source.
- Print primary source images.
- Create an interactive bibliography
- Take a collection of primary resources with you for future use.

# Overview

NOTES:

## Lesson 1 • Downloading Primary Sources

This lesson covers how to download any format or primary resource type to your computer. Before downloading primary sources to a computer it is always best to create a folder in an easy to access location to organize your primary sources in one place. On your desktop, create a folder and name it *Sources*. You may decide to add your name to the folder and for large projects you may decide to create folders for different primary source types. For example, you may further organize your collection by creating image, video, and audio folders.

### Activity 1-1: Downloading Audio

1. Open the Library of Congress Website:  
<http://www.loc.gov/>.
2. Click on the *American Memory* icon on the LOC home page: <http://memory.loc.gov/>.
3. Select the *Browse* button.
4. Choose *Sound Recordings* under Browse Collections Containing.
5. Click on the first collection listed, *African-American Music. Southern U.S. – Recordings - 1938-1943*.
6. Next to “Browse by,” select the *Audio Title* option.
7. Select the first title “*Ain’t but Me One*.”
8. Notice the first option offered is the Mp3 format. The other two formats can be chosen by clicking *Additional audio formats*.
9. Locate the wav file option, right-click on the icon next to *Listen to this recording*.
10. Choose the *Save target as...* option.
11. In the *File Name* text box, rename the audio file *AintButMeOne*.
12. In the *Save In* dropdown box, select where you want to save the file (for this lesson save the file to the *Sources* folder on the *Desktop*).
13. Click *Save*.
14. Locate the audio file on your desktop folder and double-click it to listen.

## Activity 1-2: Downloading Video

NOTES:

1. Open the Library of Congress Website:  
<http://www.loc.gov/>.
2. Click on the *American Memory* icon on the LOC home page: <http://memory.loc.gov/>.
3. Click on the *Browse* button.
4. Choose *Motion Pictures* under *Browse Collections Containing*.
5. Click on the third collection listed, *Edison Companies – Film and Sound Recordings*.
6. Next to *Browse by*, select the *Alphabetical Title List* option.
7. Scroll down and select the title “*Annie Oakley*.”
8. Notice there are the three video options available, right-click on the icon next to *MPEG format...3 megabytes*.
9. Choose the *Save target as...* option.
10. In the *File Name* text box, rename the video file *AnnieOakley*.
11. In the *Save In* dropdown box, select where you want to save the file (for this lesson save the file to the *Desktop*).
12. Click *Save* (file is actually 3.49 MB).
13. Minimize all open windows.
14. Locate the MPEG file on your desktop and double-click it to view.

### Activity 1-3: Downloading Images

NOTES:

1. Open the Library of Congress Website:  
<http://www.loc.gov/>.
2. Click on the *American Memory* icon on the LOC home page: <http://memory.loc.gov/>.
3. Click on the *Browse* button.
4. Choose *Photos and Prints* under *Browse Collections Containing*.
5. Click on the eighth collection listed, *Baseball Cards ~ 1887-1914*.
6. Next to *Browse by*, select the *Player* option.
7. Select *Brashear, R to Connor, Roger*, the second option in the list.
8. Scroll down and select *Cobb, Ty*.
9. Choose the first option for *[Ty Cobb]*.
10. Click on the thumbnail for either the front or back of the baseball card to access the larger .jpeg version.
  - a. Notice the option to access the *high resolution uncompressed TIFF version*. This would be useful for printing the image to a larger format.
11. Right-click on the image.
12. Choose the *Save picture as...* option.
13. In the *File Name* text box, rename the image file to something meaningful (ie. *Cobb\_Card\_Front*)
14. In the *Save In* dropdown box, select where you want to save the file (for this lesson save the file to the *Desktop*).
15. Click *Save*.
  - a. Realize that the same steps can be taken to download the small thumbnail image (.gif) and the larger printable image (.tiff). You have access to three different sizes.
16. Minimize all open windows.
17. Locate the image file on your desktop and double-click it to view.

NOTES:

### Activity 1-4: Printing an Image Directly from the Web Page

1. To print the larger image without the text, right click on the image (Mac users: hold down the control button).
2. Select the *Print Image* option.
3. The PRINT window will appear.
4. Click *Print*.

## Lesson 2 • Creating an Interactive Bibliography

NOTES:

This lesson covers the creation of a hyperlinked bibliography – that is, a document that provides the usual bibliographic information necessary for properly citing a source, but also allows you to links directly to the actual sources.

### Activity 2-1: Putting it All Together – Downloading, Compiling, & Hyperlinking

We'll use the image downloaded in Activity 1-3 as our example for creating our interactive bibliography.

1. Locate the image that you wish to include in you bibliography and copy the URL for the image to your clipboard (highlight url > Ctrl C). Refer to Workshop 2 Lesson 3 for steps on copying a url.
2. Take the steps outlined in Activity 1-3 of this workshop to download the Ty Cobb thumbnail image (.gif) to your desktop.
3. Open the [Primary Source Asset List](#) document and fill in the first 5 fields.
  - a. Example:
    - i. **Topic/Subject:** Early Sports
    - ii. **Name:** [Ty Cobb]
    - iii. **Learning Material:** Powerpoint Presentation
    - iv. **Collection:** Baseball Cards, 1887-1914
    - v. **Type:** .jpeg Image
4. Click in the **URL/Location** box and select *Insert > Picture > From File....*
5. Navigate to where you saved the file (your desktop if you followed Activity 1-3), select the Ty Cobb .gif file and click *Insert*.
6. Right-click on the image and select *Hyperlink....*
7. Click in the Address field and paste (Ctrl + V) the url you copied in step 1.
8. Click *OK*.

NOTE:

Notice, you can also include movie clips, maps, manuscripts, and sound clips in your bibliography.

9. Repeat steps 1-8 for any additional images you want to include in your bibliography.

NOTES:

You now have an Interactive Bibliography with thumbnail images of your assets and links directly to the primary sources.