



# Make It and Take It: Creating Content

## with Primary Sources (Mac Version)

### Prerequisite Tools and Skills

- Personal Computer (Windows or Macintosh) with Internet connectivity
- Familiarity with Internet browsing and searching using common web-browsers such as Safari,
- Understanding of the Library of Congress web site, American Memory, and searching for primary sources
- Personal Computer (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 **Use Safari on a Mac**
- File Manager

# Workshop

# A5

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# Contents

**Homework Activities**

**(Required for CEU credit)**

- A completed Primary Sources Asset List.

# Activities

### Additional 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

## Class Preparation 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.
- Take a collection of primary resources with you for future use.

# Overview

## Lesson 1 • Downloading Primary Sources

NOTES: We recommend using Safari for your Internet Browser on Mac (Apple) computers!

Each primary resource type has been digitized into different formats. For example, there are three different formats for audio files, three types of photography/graphic/map formats, and three different types of video formats. Each format has different qualities and methods for use. This lesson covers how to download any format or primary resource type to your computer.

### *Guidelines for Downloading Audio*

Sound recordings are offered in three different formats for listening:

- RealAudio (.rm)
- Mpeg 2, Layer 3(.mp3)
- WaveForm (.wav)

Each of these formats requires special players or plug-ins to listen. The RealAudio format can be played on a Mac or PC, but requires the Real One Player to listen. The Real One Player is available at <http://www.real.com>. Mp3 files provide great sound in a smaller file size and can be played on a Mac or PC. Either default player, QuickTime on a Mac or Windows Media Player will playback Mp3 files. Finally, WAV files are the highest quality files available for download at the Library of Congress and take longer to download than the previous two file types. The QuickTime and Windows Media Player will both playback WAV files. Use the following steps to download an audio file.

### 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 mp3 file option, hold down the Control Key, and click on the icon next to *Listen to this recording*.
10. Choose *Download Linked File As...*
11. In the *Save As* text box, rename the audio file *AintButMeOne.mp3*.
12. Select where you want to save the file (for this lesson save the file to the *Desktop*).
13. Click *Save*.
14. Minimize all open windows.
15. Locate the audio file on your desktop and double-click it to listen.

NOTES:

### ***Guidelines for Downloading Video***

Video formats are offered through the Library of Congress in three versions for viewing: RealMedia (.rm), Motion Picture Experts Group (MPEG or .mpg) and QuickTime (.mov). As with the audio formats, each video format requires a specific player or plug-in to view. The RealMedia format can be played on a Mac or PC, but requires the Real One Player to view. Once again, the Real One Player is available at <http://www.real.com>.

The MPEG format is related to the Mp3 format in that it is Mp3’s older visual sibling created by the same techie wizards at the Motion Picture Experts Group. MPEG is one of the oldest, but better quality formats available. To view MPEG files, a high-end, high-speed computer (such as a Pentium 90 or better with a PCI or AGP graphics card and Windows Media Player, or a PowerMac with QuickTime Player) is needed. Finally, the QuickTime format is available for low-end playback on machines with less power and can be viewed best in the QuickTime Player. The image quality

of the QuickTime movies is not as good as the MPEG format and not recommended for downloading. In fact, the best option for downloading video is the MPEG format. This type of download will take longer, but the quality is much better in the long run. Use the following steps to download an MPEG video file.

**NOTES: We recommend using Safari for your Internet Browser on Mac (Apple) computers!**

### Activity 1-2: Downloading Video

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. Hold down the Control key and click on the icon next to *MPEG format...3 megabytes*.
9. Choose *Download Linked File As...*
10. In the *Save As* text box, rename the video file *AnnieOakley.mpg*.
11. 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.

### *Guidelines for Downloading Images*

Most images of maps, text/pages, photos, and other images are usually either GIF or JPEG formats. These two formats do not need any special plug-ins or media players to view. Occasionally, some images are offered in a high-quality TIFF format that is more suitable for printing. TIFF files are much larger in size and require a special viewer or image software to view. Use the following steps to download an image file.

### Activity 1-3: Downloading Images

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. Hold down the control key and 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*.
16. Minimize all open windows.
17. Locate the image file on your desktop and double-click it to view.

NOTES: We recommend using Safari for your Internet Browser on Mac (Apple) computers!

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

1. To print the larger image without the other type on the page, hold the Control key and click on the image.
2. Select the *Open Image in New Window* option.
3. A new browser window will appear.
4. Select *File and Print* from the top menu.
5. A quick print of the image is now available!

## Lesson 2 • Creating an Interactive Bibliography

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 + Click > select Copy). 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. Click on the image to select it and select *Insert > Hyperlink*
7. Click in the *Link to* field and paste (Apple + 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.