



Creating a Primary Source Set

Workshop

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
- Basic web browsing skills
- Ability to open and save files
- Right and Left click functions on the mouse
- URL (Uniform Resource Locator) familiarity
- Word processing software familiarity
- Ability to upload and download email attachments as well as files from the Web
- Video capabilities—min. 256 MB RAM
- Latest version of Apple QuickTime
<http://www.apple.com/quicktime/download/> or
Microsoft Windows Media Player
<http://www.microsoft.com/windows/windowsmedia/>
- Latest version of Adobe Reader
<http://www.adobe.com/products/acrobat/readstep2.html>

A6

Table of Contents

Table of Contents	ii
Resources	iii
Class Preparation Checklist	iv
Overview	v
Objectives	v
Lesson 4 • Primary Source Set.....	2
Activity 4-1 • Creating A Primary Source Set.....	2

Contents

Resources

- [Primary Source Set Example](#)
- [Primary Source Set Template](#)

Resources

Class Preparation Checklist

Workshop A6— Creating a Primary Source Set

Required:

- Experience exploring the American Memory Historical Collection for the National Digital Library Web site located at <http://memory.loc.gov/>

Optional:

- Familiar with conducting web searches using search engines.
- Ability to “cut and paste” text, save URLs, and bookmark web pages.

Checklist

Overview

Creating a Primary Source Set

This session instructs educators how to locate primary sources in the American Memory Collections on the Internet, download the sources, save the URLs for future use, and use search strategies.

Objectives

At the end of the workshop, participants will –

- Create a primary source set.
- Demonstrate adequate preparation to begin the development of a primary source based learning activity

Overview

Lesson 1 • Primary Source Set

NOTES:

Lesson 1 is a culminating task in which you develop a primary source set (PSS). This set will be the starting point to any learning activity involving primary sources, and is an essential tool for organizing and locating your resources.

Activity 1-1 • Creating A Primary Source Set

Objective: Participants will –

- Create a primary source set
1. Open the [Primary Source Set Template](#) document.
 2. Browse *The Library of Congress* <http://www.loc.gov> for primary sources that you would like to add to your primary source set.
 3. When you locate a primary source you would like to log on your set list, copy the permanent url and paste it into the *URL/Location* column on your PSS Template.
 4. The address should automatically become a hyperlink to the primary source, but you may want to check the link by holding Ctrl on your keyboard and clicking on the link.
 5. You should repeat step 3 for the item *Title* and *Collection* by copying and pasting the item title and item collection into the corresponding column on your PSS list.
 6. The next step will be to give yourself a visual representation of the primary source. Locate the thumbnail image of the primary source and Right-click anywhere on the image. Click *Copy*. In some cases, such as audio or video files, it may not be possible to include an image. In this case you may want to add an icon or some other visual representation for the media type.
 7. Return to your PSS list and click in the box under the *Thumbnail* column where you want the thumbnail image displayed. Right-click and select *Paste*.

Copying the url should always be your first step to assure that you don't lose track of the primary source you are logging in your PSS.

Almost all items found will provide a thumbnail image. These are usually found on the bibliographic page for the primary source.

8. You will likely need to resize the thumbnail in order to have it correctly fit in the available space. To do this, move your mouse over the corner of the image until your cursor becomes a resize arrow. Click and move your mouse toward the center of the image to decrease its size. Holding the Shift key while resizing will keep the image from distorting.
9. The final step, and likely the easiest, is to document the media and file type for the primary source you are adding to your PSS. It's helpful to include the media type (photo, manuscript, map, audio, or video) and file type (JPEG, TIF, MP3, MPEG, etc.).
10. Review the [Primary Source Set Example](#) to get an idea of how your PSS should look.

NOTES:

You should get used to holding the Shift key while resizing images to maintain the aspect ratio.