Image & Document Formats that Need a Special Viewer or Software

TIFF (Tagged Image File Format, .tif, .tiff) - Used for images of original pages
Download for Windows: AlternaTIFF 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
JPEG2000 (.jp2), IrfanView, http://irfanview.com/
*Some suggested recommendations from *American Memory* Help, http://memory.loc.gov/ammem/help/view.html
Silverlight - Download plug-in: www.microsoft.com/getsilverlight/get-started/install/default.aspx
Adobe Flash Player - Used for some videos and activities
Download: http://get.adobe.com/flashplayer/

Audio & Video

Some collections contain audio and video selections. Windows users will find that the Windows Media Player, which comes pre-installed, can play many formats. MAC users will find the same holds true for the QuickTime Player. All available formats may be downloaded except the RealMedia files. RealMedia files only capture and save 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 the chosen format link and right click.
2. 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 where you can name the file and choose a folder in which to save it.

Saving Audio & Video Recommendations:

Consider saving higher quality and universal 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
Last Accessed: July, 2012

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LIBRARY OF CONGRESS
TEACHING with PRIMARY SOURCES
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

TECH TIPS: Using Digital Resources at the Library of Congress Web Site

Learn to access and download primary sources in many formats such as high-resolution images, enhanced text, sound recordings, videos and digital maps. Be sure to check the rights and reproduction statements of the sources you intend to download or print.

GETTING STARTED—THE BASICS

Create a Folder for Saving

Before getting started, create a folder on your memory drive for saving.

1. Locate and select the place where you want to create your folder.
2. Open the File menu, then click on "New folder"
3. Type in a name for your new folder

Accessing Saved Files

One way to access saved files and folders from your computer:

1. Locate and click on the "My computer" icon on your desktop.
2. Locate the folder where you saved the files.
3. Double-click on the folder to open it.
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" MAC Users: Click "Go" and then "Computer"

Saving URLs (links)

1. Locate a web page of interest, like a bibliographic item page, and then right click on the URL (web address) in the address bar. The URL should highlight.
2. Open a Word document
3. Right click again and choose "Paste"
4. Hitting the space bar or "Enter" on your keyboard should create a "hot-link" to the page.

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".

*MAC Users (Safari Browser): To save a web page, click on "File", "Save As" or choose "PDF", "Save as PDF". Choose its folder location, name the file, and click 'Save".

*Note: Often web pages do not save exactly as they appear. For this reason we suggest also saving the URL (see above).

Printing Web Pages

Print web pages by clicking on the printer icon on your web browser's toolbar, or you can access print commands from the *"File"* menu, or by right clicking anywhere on the page.

Linking, Bookmarking, or Adding to Favorites

Some web pages on loc.gov are created "on the fly'. "On the fly" pages create problems for linking, bookmarking, and adding to favorites since this temporary URL (web address) will only work for a short while. Listed below are steps to locating a permanent web address (URL) for linking, bookmarking or adding to "Favorites".

Locating & Copying the Permanent URL

If the web address of an item found on loc.gov is very long or has the word "temp" in it, follow these steps:

1. First check to see if the "DIGITAL ID" or "Bookmark This Record" includes a web address that begins with "http". If so, you can copy & paste this address into the browser and bookmark it.
2. If there is no "DIGITAL ID" or "Bookmark This Record" which includes a web address, right click anywhere on the web page and select "View source" or "View page source". A new window will open, showing the page's HTML formatting tags.
3. Scroll to the bottom of this new window.
   Before the URL, it may state "<! — The following URL will result in the display of this document —>" or "permanent URL" or "persistent URL". Highlight and copy the complete URL (usually in green) beginning from http:// to the two final parentheses.
   **Do not copy the arrows or exclamation mark at the beginning and end.

Example:

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

URLs of manuscripts with multiple pages end in a number. Copy from http:// to last number.

Example:

<!-- http://memory.loc.gov/cgi-bin/ampage?collId=following magbell&fileName=079/07900302bellpage.db&recNum=0 -->

4. Close the window displaying the HTML formatting tags.
5. To check the URL & bookmark the web page, paste the URL in your browser's address bar, as you would any other URL. To test the URL, press "Enter". If the browser brings up the correct item, the permanent URL is correctly entered.
   *Please note that even a temporary URL may lead you to the correct page, but only for a short time. Therefore, it is advisable to make sure that the URLs that you are bookmarking or saving are not extremely long and do not contain the word "temp".
6. To bookmark the page. Go to the "Bookmarks" or "Favorites" menu on the web browser menu bar, then select "Add to favorites" or "Bookmark this page". You can also save the URL by pasting it into a document. In a Word document, hit space or enter to hot-link.

Text Searching

Clicking "Ctrl F" (for Mac-"command F") allows you to search any text for specific words or phrases. A small search box will appear at the bottom or top of the page, and an entered term will be highlighted if it appears anywhere on that page. Note: This does not work if it is an *image* of a text.

Viewing Images

Move your mouse cursor over the thumbnail image (the arrow will change to a hand) and left click to enlarge.

*Please note that sometimes clicking on the thumbnail will take you to another web page or may not enlarge if a larger image is not available.

Saving Images

1. Choosing the highest resolution JPEG image is recommended for better printing, or you may prefer a TIFF version if the image is particularly intricate. (More info about this special "plug-in" is on the back page.)
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 where you should type in the name of the image and where you wish to save it. Be sure to choose the folder you created.

Printing 8-1/2" x 11" Images

1. (Windows) After saving an image, locate it within the folder, right click to open the image using *Windows Photo Viewer (aka Windows Picture & Fax Viewer)*. This will allow you to print a high quality file to fit an 8-1/2"x11" paper easily.
2. Click on the "Print" drop-down menu and select "Print".
3. Choose the print size you want from the right column.
4. Select how many copies you want.
5. Click or unclick "Fit Picture to Frame" according to your preference.

MAC Users: Click to open the image, then choose "File" and "Print".

*To print different images on one page, "Ctrl" click on each, right click and choose "Print". Choose two 5X7s or four 4X6s and "Print".

Viewing Maps

Maps can be found by choosing the "Map" format from the drop-down menu on the main page's search box. You can navigate the map by clicking on the image or on "Enlarge" and then use your mouse to zoom in. Click and drag to move around.

Printing Large Images or Maps

1. Download the largest file offered. This may take a few minutes because of the large size. Search for maps using the search box on the main page. It may offer a few more downloading options than maps found through *American Memory.*
2. After saving the file, right click on it and choose "Convert to Adobe PDF".
3. Choose "File", "Print" and then "Tile All Pages" in the dropdown menu next to "Page Scaling". Depending on how large you want the image and/or how many pages you want to tape together, select a "Tile Scale" % from the preferences.
4. For easier alignment when you go to tape the pieces together, be sure to increase the overlap. The default is set at an overlap of 0.005 in. Increasing it to 0.1 in. should be sufficient.