

Teaching with Primary Sources Across Tennessee

HOW TO SAVE & PRINT PRIMARY SOURCES FROM THE LIBRARY OF CONGRESS WEB SITE

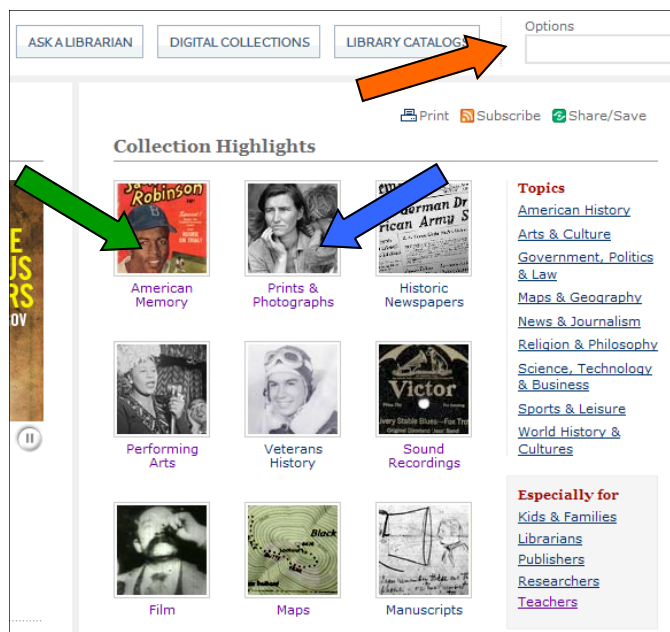


GETTING STARTED

Before you've chosen what you want to save and print, remember:

You can begin your search in several places including the search box on the home-page. Searching from the home page will allow you to search all digital collections as well other web pages within the Library's Web site. Or, just start searching within one of the digital collections first, especially:

- **American Memory** for documents, maps, sound recordings, photographs, and motion pictures
- **Prints & Photographs** for illustrations, posters, cartoons, and photographs



Sometimes, you will find the same images in both of these databases. The information is the same, though the bibliographic page will be structured somewhat differently.



For more information on searching Prints & Photographs or American Memory, see the "Introductory Guide" for each on the Tools page of the Teaching with Primary Sources Across Tennessee Web site.



HOW TO SAVE

From the bibliographic page of your selected primary source image, click on the image thumbnail.

In most cases, you will be presented with options to download a **larger resolution** of the image, whether in jpeg or tiff format. Click on your preferred format.

If no larger format is available, work from the expanded thumbnail. (If your thumbnail does not expand, it may be under copyright or uncertain copyright status.)





- PC: Right click the image and select “Save Picture As.” Type in a name and save it to a selected folder on your computer.
- MAC: Click and drag the image to a selected folder on your computer. Rename.

Note: For images in the Prints & Photographs catalog, you will be able to choose your resolution straight from the bibliographic page.

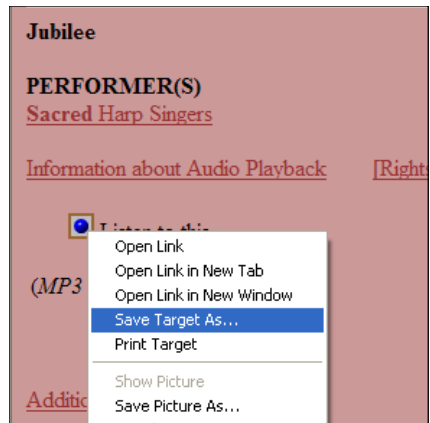
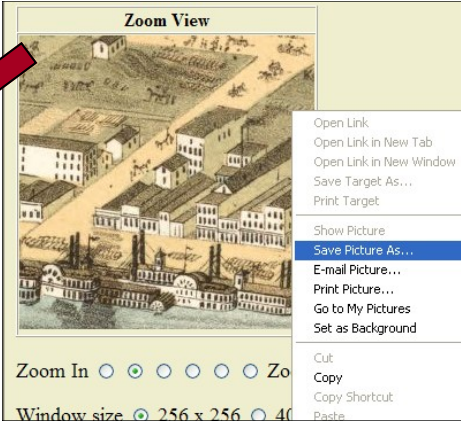
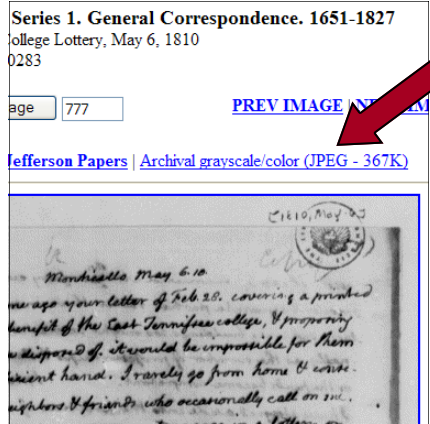


Saving documents:

The bibliographic pages for these may look different. The option to open in a higher resolution is located at the top right of the image.

Saving maps:

Once you get the image you want in the “Zoom View” window, right click it and save.

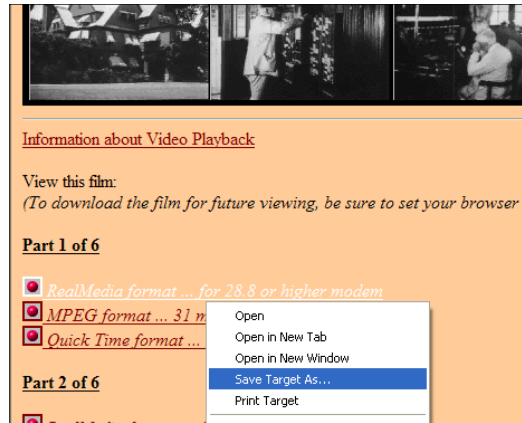


Saving audio files:

Right click the blue ball icon and “Save Target As.”

Saving video files:

Select which media player you want to open your film in, right click, and “Save Target As.”



HOW TO PRINT

Open your image in your preferred image viewer (for example, Windows Picture and Fax Viewer) and select the option for size and layout that you desire. This is the easiest way to get a full-page-size print-out of your image.

You can also copy and paste the image into a document (Word or Publisher, for example). This allows you to manipulate the properties of the image and to crop it for your needs. Be sure to copy the image from a file already saved in a folder on your computer.