

CUA SLIS Computing Environment Workshop



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Class Goal:

The student will demonstrate ability to utilize the major features of the Windows7 operating system at CUA SLIS as well as the workplace or home as well as the special library science desktop in the IC and lab.

Class Objectives:

- Use the computer lab and multimedia lab resources and describe the procedures for signing up on the web
- Understand the features of the Library Science Lab and IC Desktop
- Understand DeepFreeze environment and saving files to M drive or storage device
- Explain the network concept and use the "M" drive on the network and My Files at <http://home.cua.edu>.
- Locate on SLIS website course catalog, current schedule, syllabi, faculty information, program requirements, technology resources, courses of study, academic policy
- Understand the computer specifications for library science graduate students hardware, software and network access needed.
- Daily access to desktop or laptop conforming to specifications suggested by CPIT at <http://computing.cua.edu/start/sci-info.cfm> . Internet connection with access to and enough capacity to stream video and audio (e.g. You Tube)
- Install software using a CD or DVD and download methods. Software for your computer, current versions of operating system, word processing, presentation (MS Office or Open Office) Web Browser (IE, Firefox, Opera), Anti-virus software.
- Use control panel to uninstall software
- File formats: Word processing, pdf, HTML and image files
- Use MS Office Word 2010 to format documents and add headers and footers, tables, insert images, cut, copy and paste text, format text, change margins, and create bulleted as well as numbered lists.
- Recover files in MS Word 2010 and from trash that were deleted.
- Use Windows Media Player and Quick Time Player

Topic 1 The CUA SLIS Computing Environment Overview

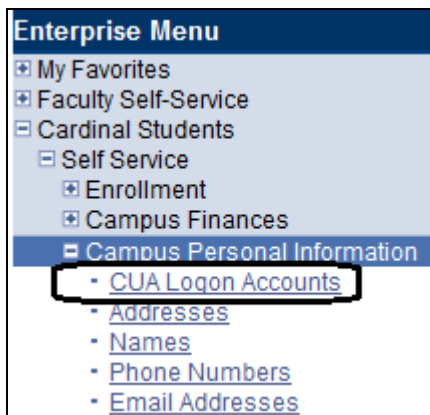
Getting in the door to Marist 131, 131A and 237: There is a keypad with a code which must be entered properly to make the door open. Enter **4** then **2** and **3** together and turn the knob to the right. You may use the main lab in Marist 131 unless there is a class scheduled at that time. You then may use Marist 237 the student computer lab.

Using the computer labs: To use the computers you must have a current CUA User ID and password. All students have [two logon accounts](#) at CUA. The first is your **Cardinal Station** account that was mailed to you when you applied to the university. The second is your CUA Network logon account that is used to log onto lab computers and to access your [cua.edu](#) e-mail. Your CUA Network logon account is created shortly before your first semester at the university.

Once it has been created, you can find your CUA Network account information by logging onto Cardinal Station at <http://cardinalstation.cua.edu>.



1. Navigate to **Cardinal Students**.



2. Select the **Self-Service** tab.

3. Navigate to **CUA Logon Accounts**. This page lists your CUA Network account username and e-mail address, and instructions on how to log on for the first time.

How do I reset my CUA network logon password?

If you know your current password and would like to change it, you can do this at home.cua.edu. If you do not know your password, you can contact the Center for Planning and Information Technology (CPIT) at: 202-319-4357.

Keep in mind that your network logon password expires every 90 days and will need to be changed. You can change your expired password by using it to log onto home.cua.edu. For more information about passwords, please visit our page about [logging on](#).

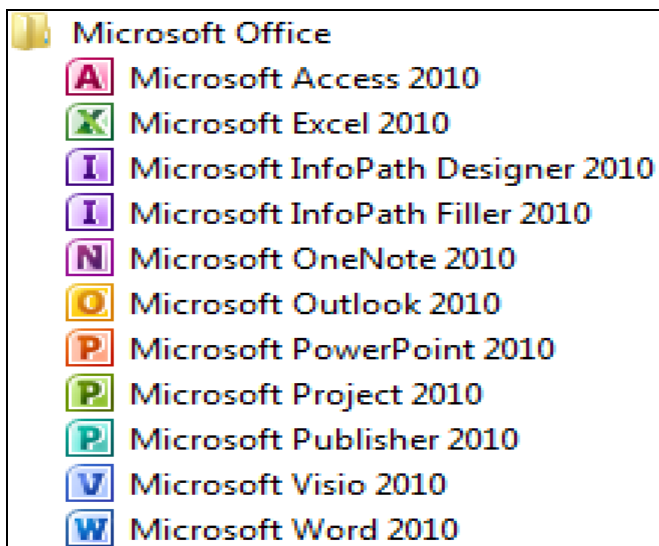
Signing up to use the Computer Labs

You may sign up to use the Marist 131 and 131A computer labs via the School of Library and Information Science website at: <http://slis.cua.edu/tech/slislabs.cfm> and checking the hours of opening as well as the current calendar of reservations then sending an email to cua-slislabs@cua.edu. If there are no conflicts, your reservation will be recorded on the calendar and you will be sent a confirmation.

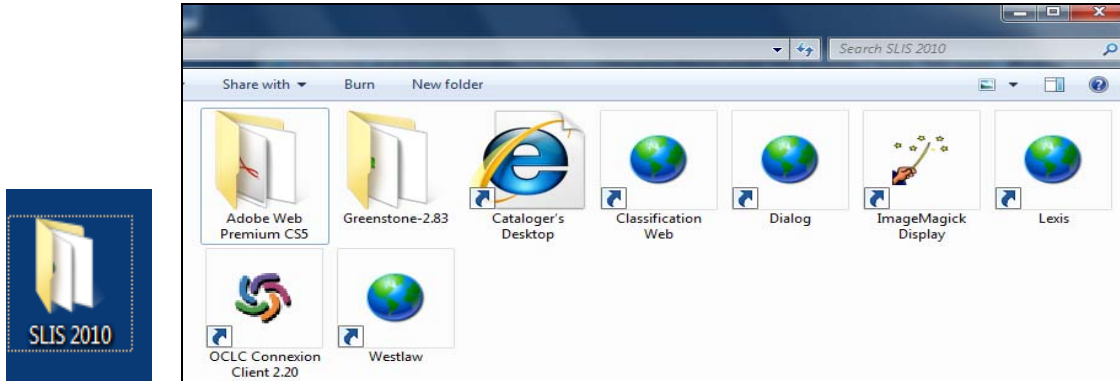
Sign up for Multimedia Lab 131A at: <http://slis.cua.edu/tech/mediaform.cfm> and check the calendar for availability then complete the web form. If there are no conflicts, your reservation will be recorded on the calendar and you will be sent a confirmation.

SLIS Desktop

The Catholic University campus computers are networked with the Windows 7 operating system. In addition, the campus has a site license for the **MS Office 2010** applications. The first time you use one of these programs you will need to provide your name and initials.



The SLIS desktop also has a folder with special library science applications. Please use the programs for your courses and projects.




In this folder you will find the Adobe Web Premium CS5 high-end web developer's software to include:

- Acrobat Distiller 9
- Adobe Acrobat 9 Pro
- Adobe Bridge CS5
- Adobe Contribute CS5
- Adobe Device Central CS5
- Adobe Dreamweaver CS5
- Adobe ExtendScript Toolkit CS5
- Adobe Extension Manager CS5
- Adobe Fireworks CS5
- Adobe Flash Builder 4
- Adobe Flash Catalyst CS5
- Adobe Flash Professional CS5
- Adobe Help
- Adobe Illustrator CS5
- Adobe LiveCycle Designer ES 8.2
- Adobe Media Encoder CS5
- Adobe Photoshop CS5 (64 Bit)
- Adobe Photoshop CS5
- Adobe Pixel Bender Toolkit 2
- Adobe Reader 9

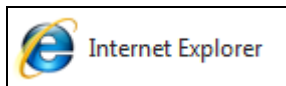
By clicking on the **icons** in the folder, library school faculty and students will have access to the following:

- . **DLink** for Dialog searching.
- . **Cataloger's Desktop** for cataloging tools.
- . **Connexion** to catalog in OCLC
- . **Lexis Research Software** to search Lexis-Nexis.
- . **Westlaw** to use legal research tools.

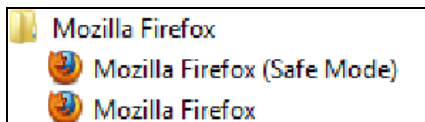
Campus classroom computers also have:

Deep Freeze:  - is software that gives users the ability to make changes to the desktop and programs, but when the computer is rebooted, all the changes are erased. The Lab PCs in 131 have Deep Freeze installed which means if you save information or make changes to the Desktop it will be erased as soon as the computer is rebooted. **Please save your work on a Flash/memory stick or to the shared network drive.**

Web browsers: SLIS will have two web browsers:



Internet Explorer 8.0



Mozilla Firefox 3.6.8

You may be asked to add applets to Mozilla Firefox and these would be erased after the computer was rebooted.

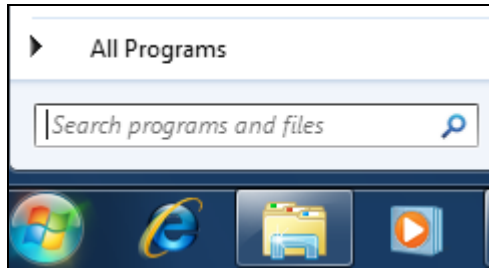
Windows7 Topics: For answers to special Windows XP topics, check <http://www.microsoft.com/windows7>

CPIT: For information, check the CPIT web site at: <http://computing.cua.edu>. If you are having problems, **enter a support ticket online**. Visit help.cua.edu to start the process. In addition to requesting help, most technology work orders, both for computing and telephone, can be made this way.

Further Getting Started Tips: Available through CPIT at:
<http://computing.cua.edu/start/index.cfm>

Main Programs

You may launch programs from the **Start** menu, by clicking on **All Programs**



Windows Explorer

In the Windows7 hierarchy, the *Windows Explorer* icon is on the desktop. It provides access to disk drives on the computer and on the network such as the “M” drive. It also provides access to Printers and Control Panel.

To open the **Windows Explorer** window, double-click on the **Windows Explorer**



icon on your desktop. The window displays icons representing objects on your computer. You can restore, resize, and close this window as you can any other window.

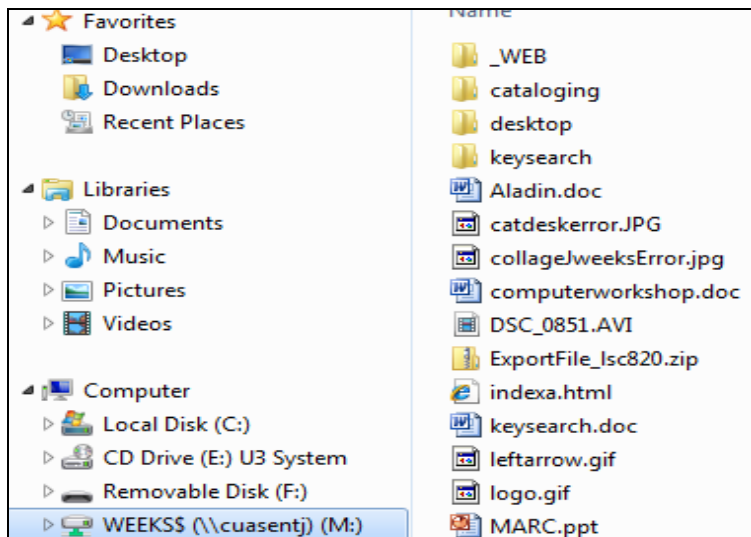
Drives on Windows7 PC

C:\ drive is the hard drive to store system files and programs.

E:\ drive is for CD-ROM's.

F:\ drive is for your flash stick.

M:\ drive or another letter is for the network drive that students can use to store shared files or save files on the server.

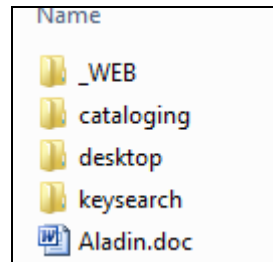
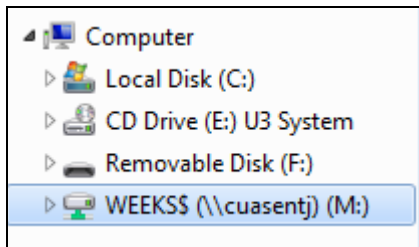


Topic 2 Saving your Files on the M:/drive or home.cua.edu

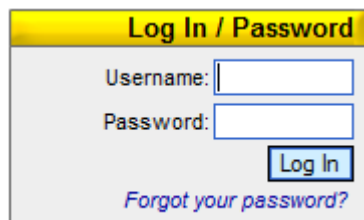
Your network account provides you with a space on the network to store documents. You may then retrieve your documents when you return home.

Steps:

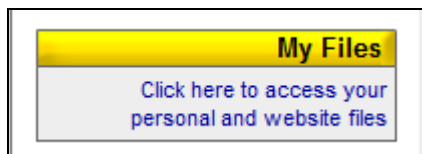
1. When you are on campus and logon to a computer you are automatically able to access your shared space on the server.
2. Use the Explorer Icon and locate your **M:\ driver user name folder**.
3. Double click on your folder to reveal the contents. You should see a **_WEB** folder to publish web pages on the server.



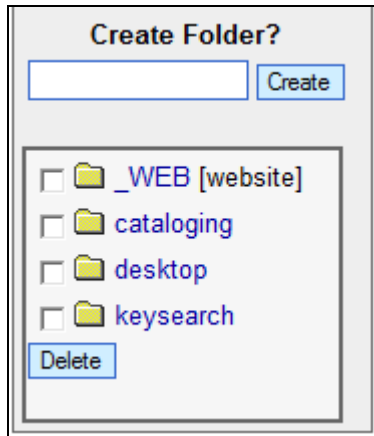
4. Off campus you may retrieve your files by entering URL: <http://home.cua.edu>.
5. Enter your **User name** and **Password**.

A screenshot of a web form titled 'Log In / Password'. It has a yellow header. Below the header are two input fields: 'Username:' and 'Password:'. To the right of the 'Password:' field is a 'Log In' button. Below the button is a link that says 'Forgot your password?'.

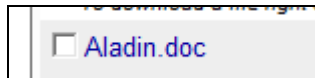
6. Locate and click on **My Files.**



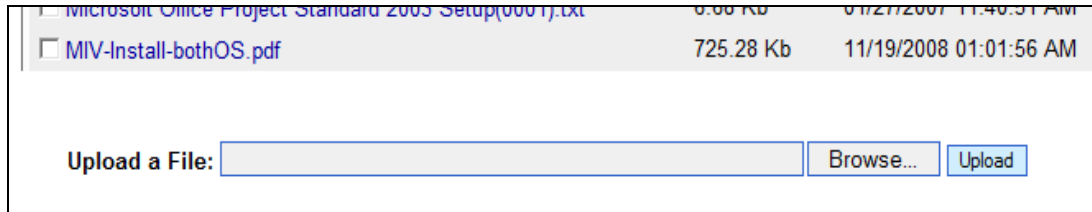
7. You may want to create a folder for each class or project.



8. You may download the files you saved on campus by right clicking on the file and downloading it to your PC.



9. You may upload files on your pc to access on campus by clicking on **Browse** and then navigating to the file. Once you have selected the file, click **Upload**.



10. Once the file is uploaded you will be able to access it again via the M:/drive on campus or via home.cua.edu anywhere there is an Internet connection.

Topic 3 Using the SLIS website <http://slis.cua.edu>

As you progress through the Master's Program, it is very important to locate the resources you need on the SLIS website.

Course catalog: In the navigation bar, click the Course Information area to review the Course Catalog.



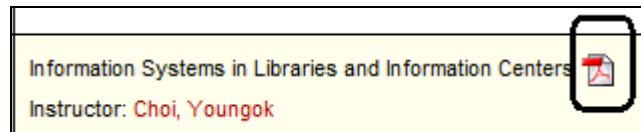
Current schedule: Click the Course Information link to reveal “Course Schedules”.



A navigation menu with a dark red border. On the left, a list of items: 'About' (with a dropdown arrow), 'Admissions' (with a dropdown arrow), 'Calendar and Events', 'Course Information' (with a dropdown arrow), and a sub-menu under 'Course Information' containing 'Course Catalog' and 'Course Schedules' (highlighted in blue). On the right, the text 'Class Schedules' is underlined, followed by 'CUA Academic Calendar', 'Fall 2010', 'Summer 2010', and 'Spring 2010'.

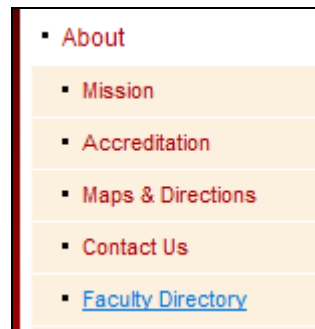
Syllabi: Each semester’s schedule will have syllabi icons next to each class.

Click the icon to retrieve the syllabus.



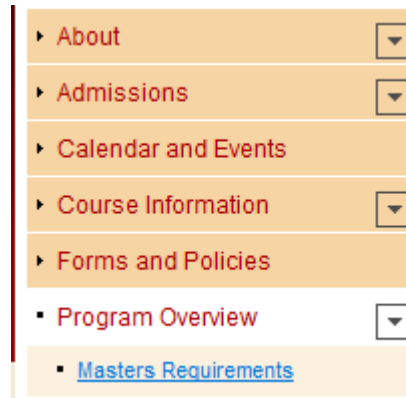
A yellow rectangular box containing the text 'Information Systems in Libraries and Information Centers' and 'Instructor: Choi, Youngok'. To the right of the text is a small icon of a document with a red 'X' on it, representing a syllabus.

Faculty information: Click the About link to reveal “Faculty Directory”.



A vertical list of items: 'About', 'Mission', 'Accreditation', 'Maps & Directions', 'Contact Us', and 'Faculty Directory' (highlighted in blue).

Program requirements: Click the **Program Overview** link to reveal the “Masters Requirements”.



A navigation menu with a dark red border. On the left, a list of items: 'About' (with a dropdown arrow), 'Admissions' (with a dropdown arrow), 'Calendar and Events', 'Course Information' (with a dropdown arrow), 'Forms and Policies', 'Program Overview' (with a dropdown arrow), and a sub-menu under 'Program Overview' containing 'Masters Requirements' (highlighted in blue).

Courses of Study: Click the **Program Overview** link to reveal the “Courses of Study”.



A sub-menu under 'Program Overview' containing 'Masters Requirements', 'Joint-Degree Programs', and 'Courses of Study' (highlighted in blue).

Academic policy: Click the **Forms and Policies** link to reveal the “**Academic Policies.**”

▶ About	FORMS AND POLICIES
▶ Admissions	University Policy Guides
▶ Calendar and Events	
▶ Course Information	Graduate Student Policies Faculty Handbook Academic Policies
▪ Forms and Policies	Policy documents and forms
▶ Program Overview	ACADEMIC
▶ Technology Resources	
▶ Tuition and Financial Aid	Policy Information R

Technology Resources: Click the **Technology Resources** link to reveal information about the **Computer Labs, Computer Support Contacts, the Information Commons and Listservs.**

▶ About	SLIS Students & Faculty Technology Resources
▶ Admissions	
▶ Calendar and Events	SLIS Computer Lab
▶ Course Information	▪ Mission ▪ Hours ▪ Staff ▪ Locations ▪ Availability & Reservations
▶ Forms and Policies	SLIS Technology Workshops
▶ Program Overview	Listserv for SLIS communities
▪ Technology Resources	Technology Resources
▪ Computer Labs	▪ Test out a Kindle e-book reader on loan!
▪ Computer Support Contacts	
▪ Information Commons	
▪ Listservs	

Topic 4 SLIS Software Recommendations

As a graduate student in the Master’s Degree program, you will need daily access to desktop or laptop conforming to specifications suggested by CPIT at <http://computing.cua.edu/start/sci-info.cfm> and an Internet connection with access to and enough capacity to stream video and audio (e.g. You Tube)

Student Computer Initiative

The Student Computer Initiative offers several venues from which to purchase computers at discounted educational prices.

Before purchasing a computer, please review the [recommended system configurations](#) on this page.

Dell Computers

The Dell purchasing program offers discounted educational prices.



Visit the CUA page at [Dell.com](#)

Apple Computers

Apple computers may be purchased at educational prices through the [CUA Apple Education Store](#).

Recommended System Configurations

Minimum Recommendations for Microsoft Windows Computers

Desktop. An example of a good mid-level desktop computer is one that has:

- **Processor:** Intel Core i5 or i7 processor
- **Memory:** 6 GB DDR3 SDRAM
- **Video Card:** 512MB PCI Express x16
- **Hard Drive:** 1TB SATA 3.0Gb/s 7200 RPM
- **Optical Drive:** 16X DVD+/-RW DL
- **Display:** 20 inch HD widescreen flat panel
- **Communications:** internal 10/100/1000 Ethernet LAN card (consider adding an internal 802.11n wireless network card)
- **Operating System:** Microsoft Windows 7 Home Premium, Professional or Ultimate 64-bit
- **Productivity Software:** Microsoft Office Home and Student 2010
- **Other Software:** Enhanced software for DVD writer

Architecture students:
please [click here](#) for
specific requirements.

In addition, you should have current versions of operating system, word processing, presentation (MS Office or Open Office) Web Browser (IE, Firefox, Opera), and Anti-virus software. The campus bookstore as well as Academic software websites offer discounts on software and you are eligible for these discounts.

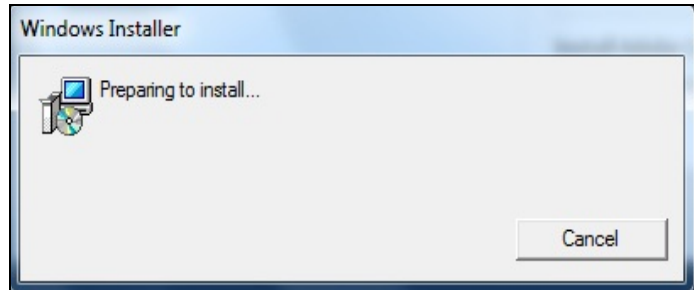
Topic 5 Installing and Uninstalling Software

You may use either of two methods to install software:

Using a Media Disc

Steps:

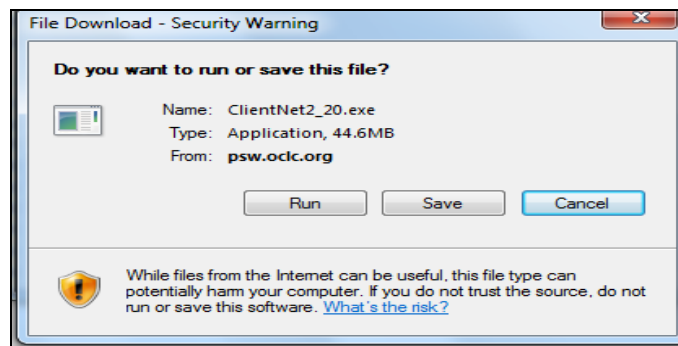
1. Insert the disc in the disc drive.
2. The installation wizard should start and guide you through the installation. Generally, you should select the Express installation rather than custom. Your software will then download to your computer and the installation process will begin.
3. You will need to have your license key available to insert into the dialog box.



From a Website Download area

Steps:

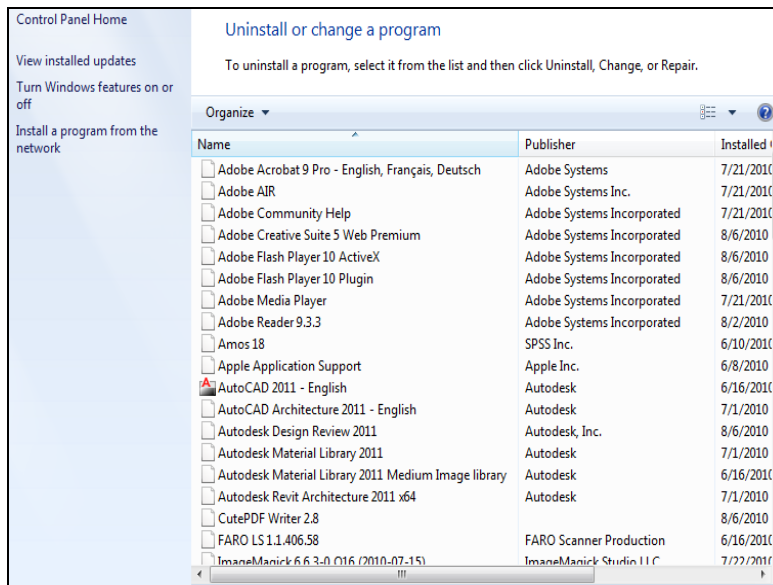
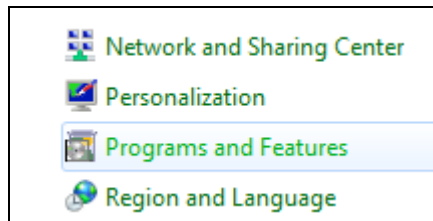
1. After you have purchased software online, you should be taken to a download button.
2. Click the **download** button and your software should download to a temp folder.
3. Select Run to use the set up wizard.



Un-install programs

Steps:

1. Click the Start button and Control Panel.
2. Click on the **Programs and Features** link open a window with **Uninstall or change a program.**
3. Select the program you want to uninstall.
4. Click **Uninstall.**
5. You may need to delete icons from your desktop later.

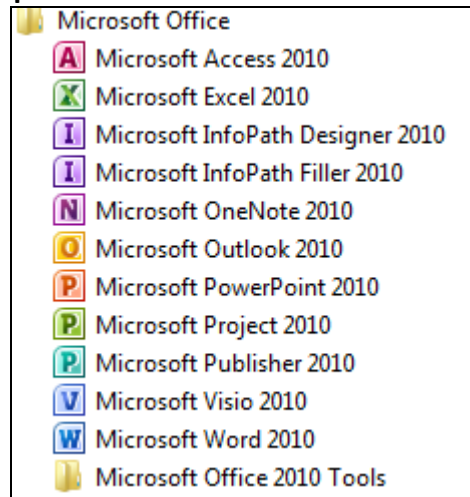


Topic 6 File Formats

You will need to save files with the proper extensions to insure the computer programs will retrieve them without corrupting them. SLIS Lab and IC computers have been re-imaged with MS Office 2010. Many of your fellow students or co-workers may not have MS Office 2010. Also, you may not have Office 2010 at home and may want to either save documents in what is called **“compatibility mode.”** This action will save the document with the old extension. You may download and install the free compatibility program at: <http://www.microsoft.com/downloads/en/default.aspx>

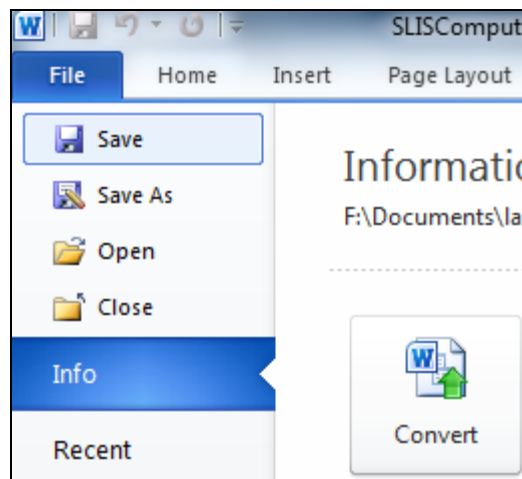
New MS Office 2010 software on SLIS computers:

Any of the programs can be launched from your Start Menu.



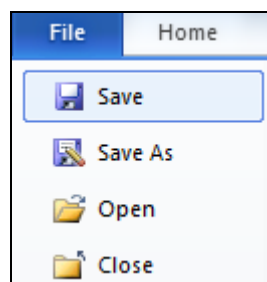
As soon as the program opens you will notice a new look and feel with what is called the “ribbon.”

A major starting point is the **File tab** in the upper left corner.



Saving documents

1. Click the **File** tab.
2. Select **Save As** and as the menu opens, select Word 97-2003 document, if you want to save them in the earlier format.

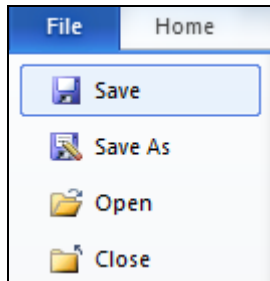


Perhaps you want to save as MS Word .doc as the default instead of .docx.

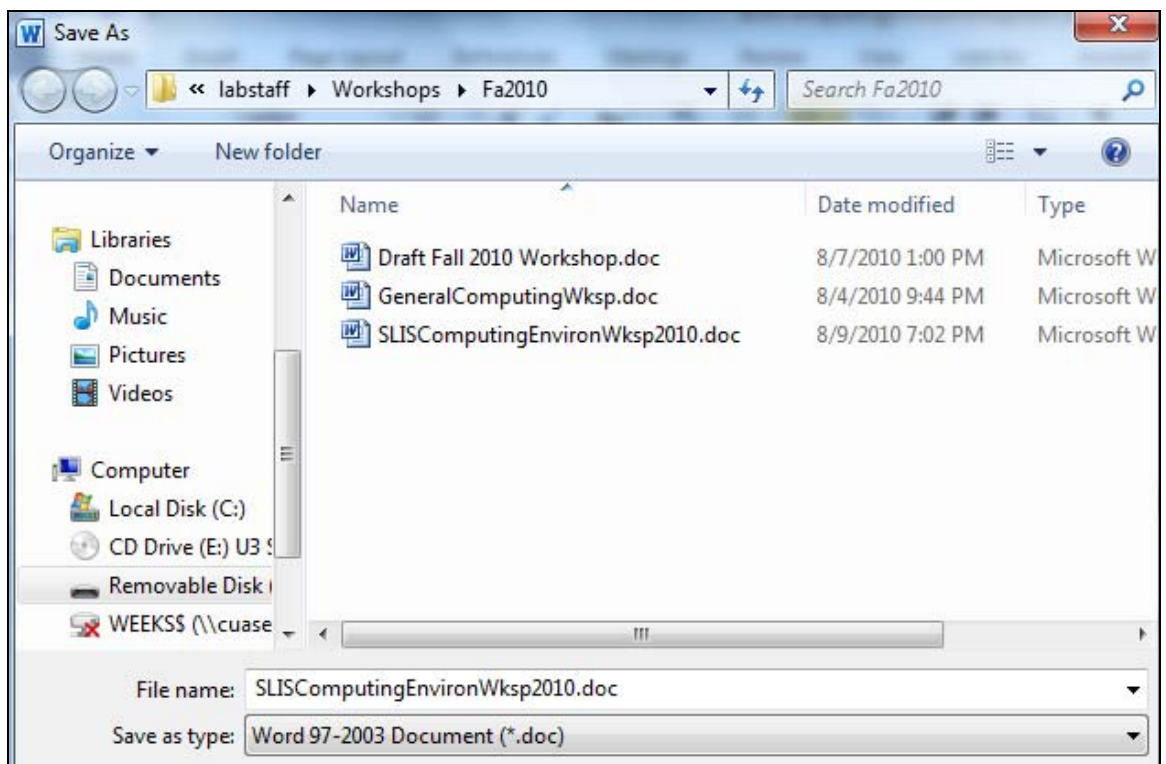
Conversion of MS Word 2010 .docx to MS Word 2003 .doc extension for default

Steps:

1. Open MS Word 2010 with the File tab and go to Word Options:



2. Select **Save as** then use the drop down and select Word 97-2003 Document (*.doc)



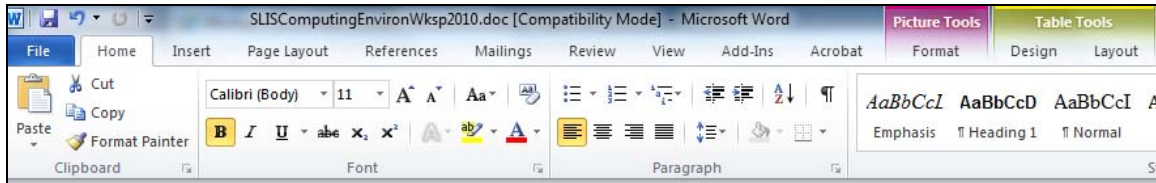
3. Click OK.

File formats: You will need to save your files with the proper extensions in order to retrieve them.

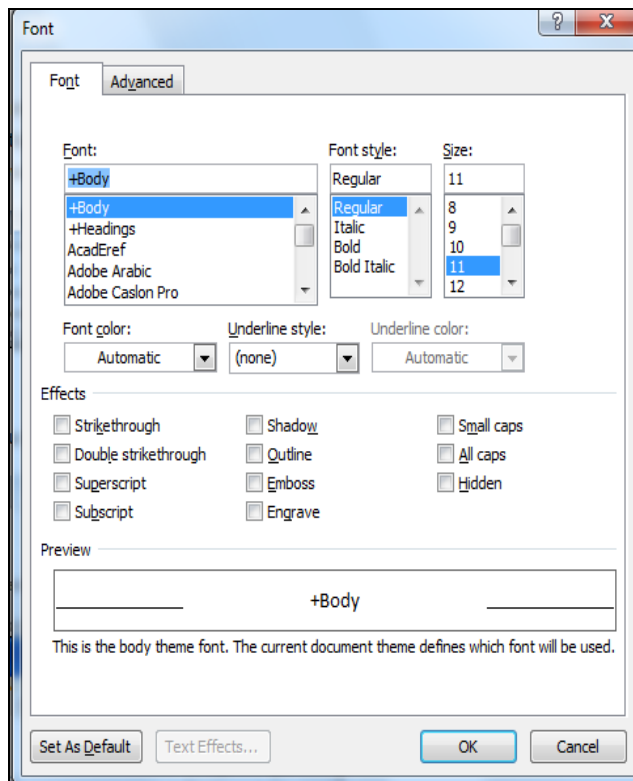
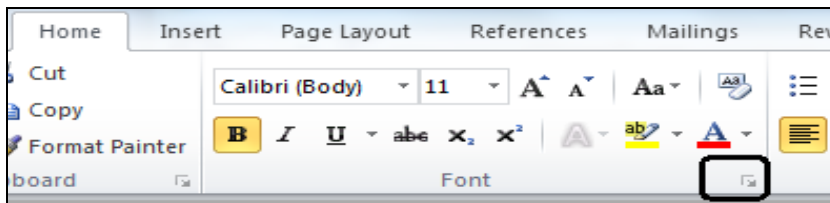
File Type	Program	Extension
Word Processing	MS Word	.doc or docx (2007 or 2010)
	Corel WordPerfect	.wpd
Presentation	MS Powerpoint	.ppt or pptx (2007 or 2010)
Spreadsheet	MS Excel	.xls or .xlsx (2007 or 2010)
Relational database	MS Access	.mdb or .mdbx (2007 or 2010)
Portable Document Format	Adobe Reader	.pdf
Hyper text	Hypertext Markup Language	.htm or .html
Images	Graphical image format	.gif
	Joint Proprietary Experts Group	.jpg
	Tagged image format	.tif
Audio	RealAudio Real player	.ram
	MP3 Window Media Player	.mp3
	WAV (WaveForm) Window Media Player	.wav
Moving Image	MPEG (Motion Picture Experts Windows Media Player	.mpg4
	QuickTime QuickTime Player	.mov

Topic 7 Exploring the MS Word Ribbon

The Opening view of the ribbon for MS Word is displayed with the Home tab highlighted. You will see familiar toolbar formatting. Notice the sections for font, paragraph, styles and editing. You can select a tiny arrow at the bottom of each section to open more options for that section.



Once you click the small arrow next to font a familiar font menu will open

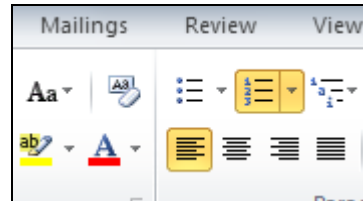


Bulleted and Numbered Lists

On the Home Tab, you may add bulleted and numbered lists.

Steps:

1. Click on the bullet icon for bulleted lists and the number icon for a numbered list.
2. Click enter at the end of a line to add the next bullet or number. (You then may shift click the end of the line to add a space if desired.)



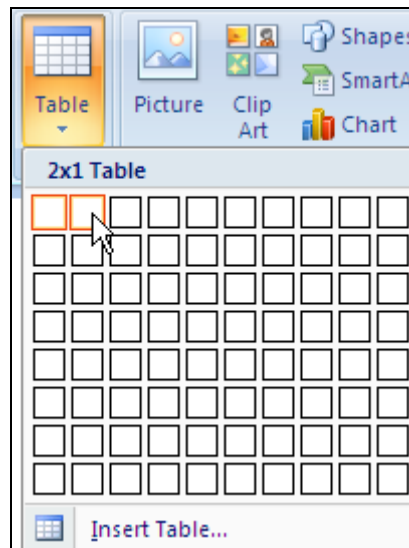
The **Insert** tab is particularly useful. You can quickly make a table, insert an image or hyperlink, add page numbers, headers and footers as well as special features like the date and time.



Let's try to insert a table. Tables are useful for aligning information in columns or rows.

Steps:

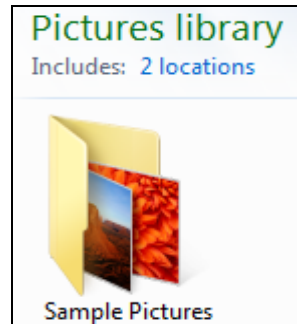
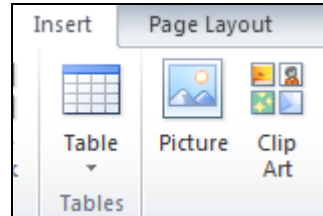
1. Select the Insert tab and click on the Table icon.
2. Roll your mouse over the squares for the number of rows and columns you want.
3. Double click and your table will insert.



You may also insert a **Picture** either from an image on your hard drive or clip art.

Steps:

1. Select the Picture icon
2. Navigate to the place on your pc where you stored the picture.
3. Click insert.

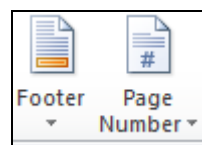
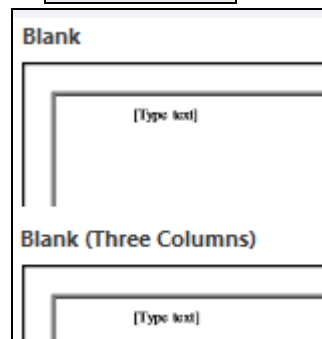
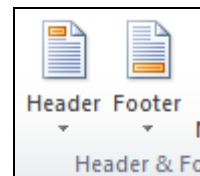


Headers and Footers

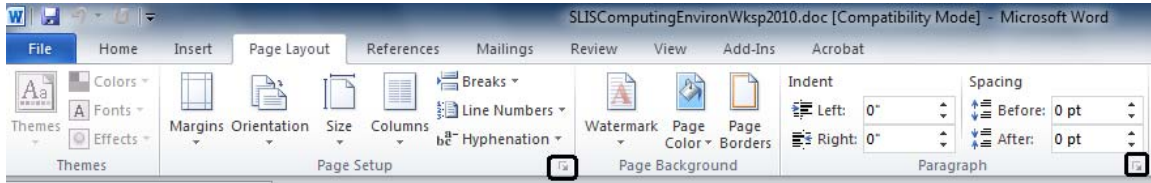
You may want to add a header or footer for items such as page numbers, dates and headings that will appear on every page.

Steps:

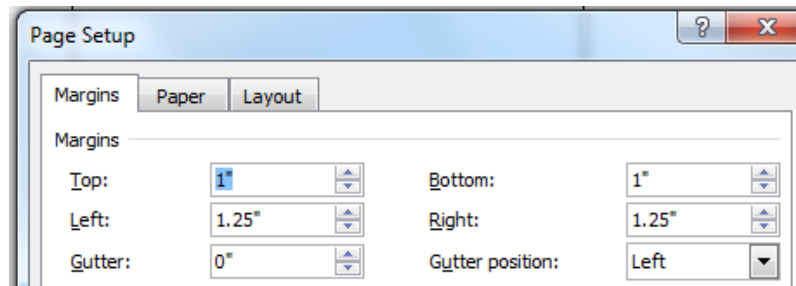
1. Select the header or footer icon
2. You will see several formats from which to choose.
3. Click the format you would like and then start to type in the header or footer.
4. You may insert page numbers from the Page Number icon.



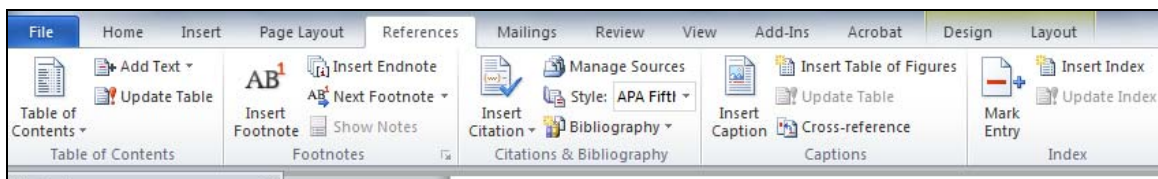
The **Page Layout** tab is also very useful. You can quickly change the page orientation. Don't forget to use the **Tiny** arrows to locate dialog windows for **Page Setup** and Paragraph.



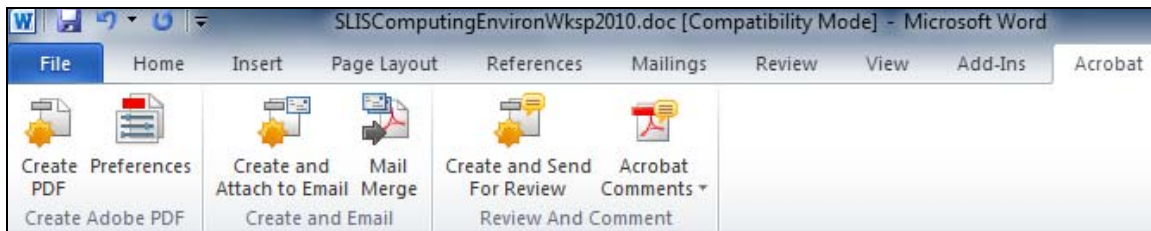
the **Page Setup** dialog gives you the ability to set up margins



The **References** tab has some nice features you may want to explore. You can manage your citations very easily and even choose your style. You can easily format an index or table of contents.



The **Acrobat** tab has some nice features you may want to explore. You can manage your citations very easily and even choose your style. You can easily format an index or table of contents.



Topic 8 Using an Audio Player

Types of Audio Files

In a number of special digital collections on the Library of Congress website as well as all across the Internet, users will encounter audio files that require special applications on the computer to play them. When recording files for the Internet only certain types of file formats will work with each application. In this unit, we will explore the audio file formats found on the Library's web pages and ways they can be played.

MP3

MP3s have a **lossy** format that results in a much smaller file size. Lossy compression reduces a file by permanently eliminating certain information, especially redundant information. When the file is uncompressed, only a part of the original information is still there. Most listeners cannot tell the difference. The advantage of lossy methods over **lossless** methods is that in some cases, for example in audio files, a lossy method can produce a much smaller compressed file than any known lossless method, while still meeting the requirements of the application. It is important to note all media storage methods are lossy when a live event has been recorded. Current recording methods only capture a small fraction of the total performance.

Lossy methods are most often used for compressing sound, images or videos. If word processing documents were compressed this way, data would be lost and this would be unacceptable. Audio can often be compressed at 10:1 with imperceptible loss of quality, video can be compressed immensely (e.g. 300:1) with little visible quality loss. Lossy compressed still images are often compressed to 1/10th their original size, as with audio, but the quality loss is more noticeable, especially on closer inspection.

When a user acquires a lossily-compressed file, (for example, to reduce download-time) the retrieved file can be quite different from the original while being indistinguishable to the human ear or eye for most practical purposes.

RAM

Real Audio is an audio format produced by RealNetworks. It employs a variety of audio specifications ranging from low-bitrate formats that can be used over dialup modems, to high-fidelity formats for music. It can also be used as a streaming audio format, that is played at the same time as it is downloaded. Many internet radio stations use RealAudio to stream their programming over the internet in real time.

WAV

This is a standard Microsoft windows Waveform audio file format. It is close to the AIFF format used by Macintosh computers, and both WAV and AIFF files can be interchanged. The WAV file can be compressed but most WAV files are uncompressed and thus can be quite large.

Topic 9 Program Applications for Audio Files

Audio files require that special applications be downloaded and installed on your computer to enable you to hear them. Here are some links to the most commonly used applications in the Library.

Apple Quick Time: <http://www.apple.com/quicktime/download/>



Notice the **Volume** control slider on the left and the **Play/stop** button in the center.

Real Player: <http://www.realplayer.com>



Notice the stop button at the left and the volume control on the right.

Windows Media Player:

<http://www.microsoft.com/windows/windowsmedia/download/alldownloads.aspx>



Notice the Play button on the left, the slider to advance in the center and the volume control button on the right.

Sound Recording Formats	About the Format	Players
Audio Video Interleave .avi	-Widely used to store both audio and video files	-Windows Media Player

RealAudio (.ra, .ram)	<ul style="list-style-type: none"> - Minimizes download time - If you have trouble using RealAudio, download the most recent version of RealPlayer 	<ul style="list-style-type: none"> -Windows Media Player, -Mac: RealPlayer
MP3 (MPEG 2, Layer 3, .mp3)	<ul style="list-style-type: none"> - Offers high-quality sound - Downloads faster than WAV files 	<ul style="list-style-type: none"> - Windows: Media Player - Mac: QuickTime
WAV (WaveForm, .wav)	<ul style="list-style-type: none"> - Higher-quality format - Must download completely before playing - Longer download time - Windows operating systems contain WAV players - Some browsers contain media players that play WAV files 	<ul style="list-style-type: none"> - Windows: Media Player - Mac: QuickTime

Audio Files on the Library of Congress Website

The American Memory Website has a wealth of musical recordings and famous speeches that use this special audio file formats. We will explore web pages that use each of the formats we have discussed.

Exercises:

1. **MP3** windows media.com

From the Folklife Collection on the American Memory site, at the **Fort Valley State Folk Festival**: <http://memory.loc.gov/ammem/ftvhtml/ftvbibPerformers1.html>, select a performer and listen to the music.

What program is needed for this file format?

2. RA or RAM

From the **American Leaders Portrait Gallery** on the American Memory site at: <http://memory.loc.gov/ammem/nfhtml/nfgal1.html>. Click on the link for a speech from a speaker of your choice. Select the RAM format.

What program is needed for this file format?

3. WAV

On the American Memory site, at the **Fiddle Tunes of the Old Frontier: The Henry Reed Collection**, select a title and listen to the song at: <http://memory.loc.gov/ammem/collections/reed/title.html>, using the WAV format.

What size is this WAV file?

What format on this page is the smallest?

Why would someone want a smaller file size?

Topic 10 Types of Video Files

There are many different analog and digital film formats in the Library's collections. The Motion Picture Broadcast and Recorded Sound Division is the archival repository for these collections. Only a small portion of the analog historic films has been digitized for the Internet. Other films were "born digital" and never existed in an analog format. In this unit, we will explore the video file formats found on the Library's web pages and ways they can be played.

MPEG - .mpeg

Moving Picture Experts Group (MPEG) files require that you have sufficient processing speed, internal memory, and hard disk capacity to retrieve and play the usually large MPEG file. It can use special compression techniques, called **lossy** data compression, as we saw with the audio files. Lossless compression schemes are sometimes used and are reversible so that the original data can be reconstructed, while lossy schemes accept some loss of data in order to achieve higher compression.

You also need client software that plays MPEG files and we will discuss this in the next section on programs needed to play video files.

MOV - .mov

MOV is a movie file container format developed by Apple Computer to run multimedia files in its QuickTime player. **.mov** is a file extension used by the QuickTime-wrapped files. MOV can contain video, animation, graphics, 3D and virtual reality data. Movie files are uncompressed and thus can be quite large and cause download problems with slower dial-up modems. Though MOV files are quite often found in the web, to play them on Windows computer one has to install an extra component or convert them to other formats.

RAM - .ram

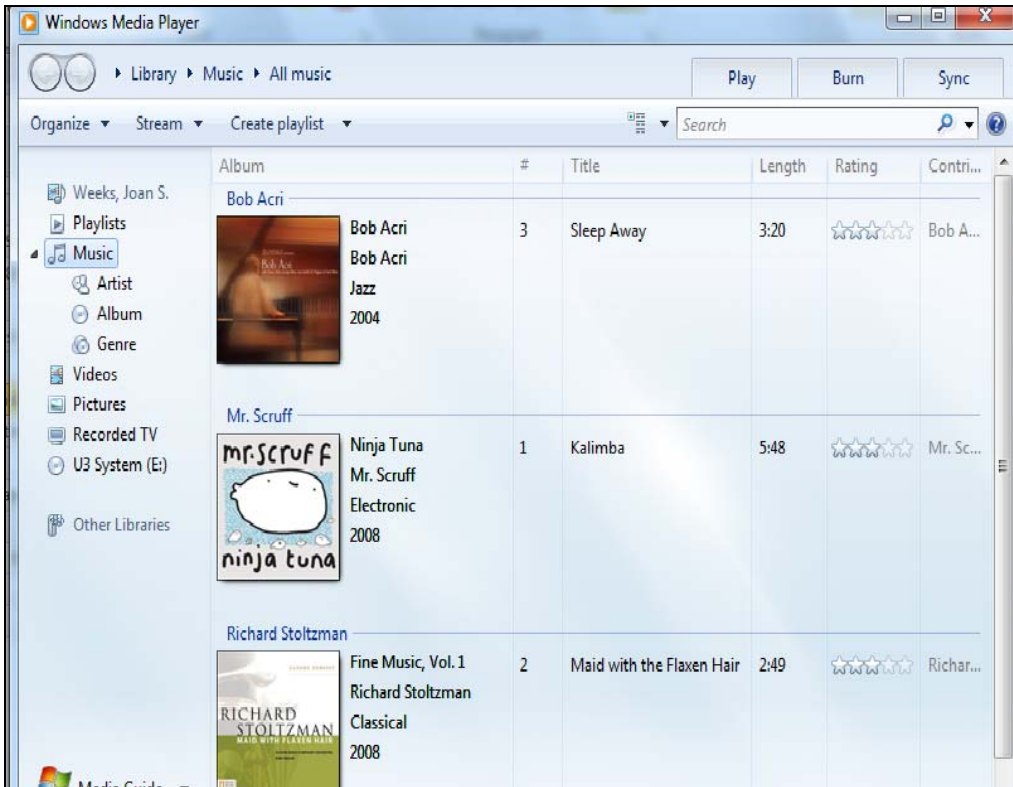
RealNetworks developed .ram files to open its RealPlayer application, and play both the audio and video files. These media skin RAM files contain the URL of the audio/video file located on a remote server. It employs a variety of audio and video specifications ranging from low-bitrate formats that can be used over slower dialup modems to high speed Internet Connections. The Library is using this format in its webcasts.

Topic 11 Program Applications for Video Files

Video files also require that special applications be downloaded and installed on your computer to enable you to see and hear them. For the most part these are the same applications we used for audio files. Here are some links to the most commonly used applications in the Library.

Windows Media Player:

<http://www.microsoft.com/windows/windowsmedia/download/alldownloads.aspx>



Notice the Play button on the left, the slider to advance in the center and the volume control button on the right.

Apple Quick Time: <http://www.apple.com/quicktime/download/> . This player was developed by Apple Computers and will play the MOV format video files discussed above.



Notice the **Volume** control slider on the left and the **Play/stop** button in the center.

Real Player: <http://www.realplayer.com>. This player was developed by Real Networks to play the .ram files discussed above.



Notice the stop button at the left and the volume control on the right.

Motion Picture Formats	About the Format	Players
MPEG (Motion Picture Experts Group, .mpg, .mpeg)	<ul style="list-style-type: none"> - Highest-quality files are in the MPEG format - Average file size is about nine megabytes for each minute of motion picture 	Windows: Media Player Mac: QuickTime Additional MPEG players
QuickTime (.mov)	<ul style="list-style-type: none"> - QuickTime (Cinepak compression) - Offers smaller, downloadable files and allows films to be viewed on lower-end computers - Not as crisp as the MPEG format - Average file size is about five megabytes for each minute of motion picture - QuickTime 3 (Sorenson compression) - A streaming file format Enhanced image quality, higher resolution - Available in Dance Instruction Manuals collection - Average file size is about six megabytes for each minute of motion picture 	Windows, Mac: QuickTime Windows: Media Player

RealMedia (.rm, .ram)	<p>- A streaming file format</p> <p>- Useful for computers with slower Internet connections</p> <p>- Playback is slower (three to six frames per second) and may be affected by Internet traffic.</p>	<p>Windows: Media Player</p> <p>Windows, Mac: RealPlayer</p>
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Topic 13 Video Files on the Library of Congress Website

The American Memory Website has a rich, historic film. We will explore web pages that use each of the formats we have discussed.

Exercises:

1. MPEG

From the **Arrival of Prince Henry [of Prussia and President Roosevelt at Shooter's Island]** page on the American Memory site at: http://memory.loc.gov/ammem/collections/troosevelt_film/title.html . Click on the link for filmed speech of Theodore Roosevelt. Select the MPEG format.

What program is needed for this file format?

2. MOV

On the American Memory site, at **Late Nineteenth-Century Dance: Washington Post Two Step**, right click on the link **View QuickTime (Cinepak Version)**: <http://memory.loc.gov/ammem/dihtml/divideos.html#vc007>, and download the file to your **webfiles** folder.

What size is this MOV file?

What format on this page is the smallest?

Why would someone want a smaller file size?

3. RAM

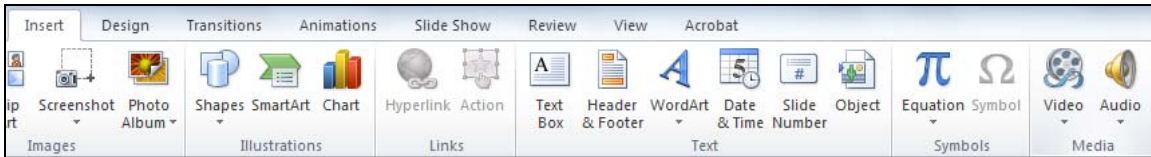
From the Library's web cast of **Life Beyond MARC by Roy Tennant** at:
http://www.loc.gov/today/cyberlc/feature_wdesc.php?rec=3774 , right click on the **Launch in New Window** link. Select **Save target as**. Download the file to your download folder.

What program is needed for this file format?

What are the characteristics of this format?

4. Insert either the **.mov** or **.mpeg** film from your download folder into your PowerPoint presentation. The **.ram** file requires RealPlayer to play.

Insert>>Video or Audio>>Video or Audio from File.



What other uses might you have for the movie file?
