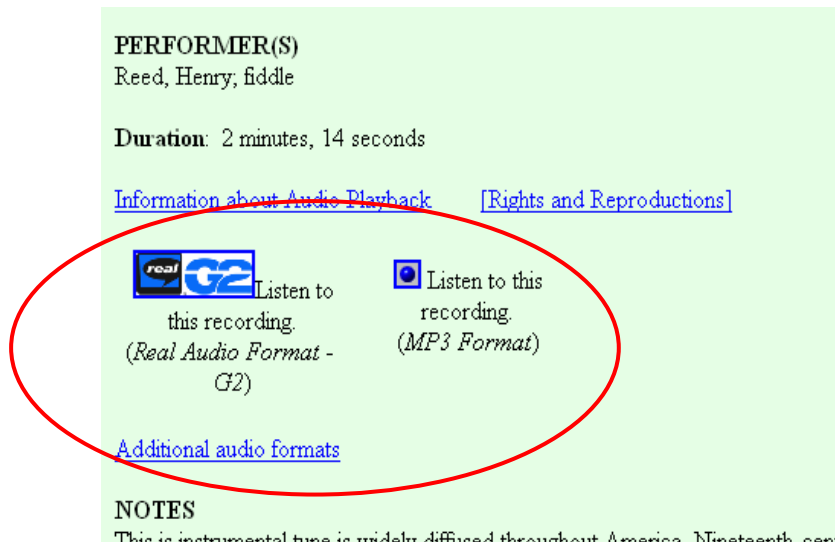

Saving Library of Congress Sound Recordings

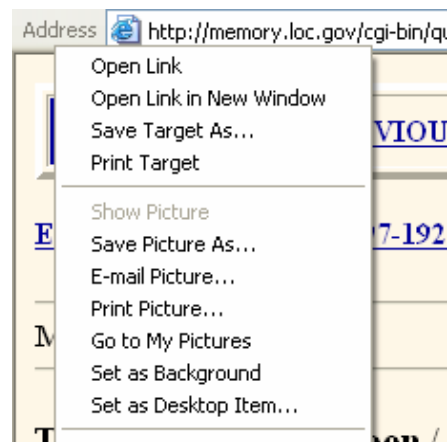
- Locate the sound that you would like to save.
- Check the copyright information “Rights and Reproductions” to make sure it is legal to copy and use the sound in a classroom.



If there are options to save in other formats, you will see the words **Additional audio formats** listed.

Screen Capture: Library of Congress – American Memory and Microsoft Office

-
- Locate the format you want to use. Place the cursor over the **icon** (not the words) of that format.
 - Click on **Save Target As**
 - Locate the place on the computer where the file is to be saved.
 - Re-name the file in the **File name** box and click **Save**



Screen Capture: Library of Congress – American Memory and Microsoft Office