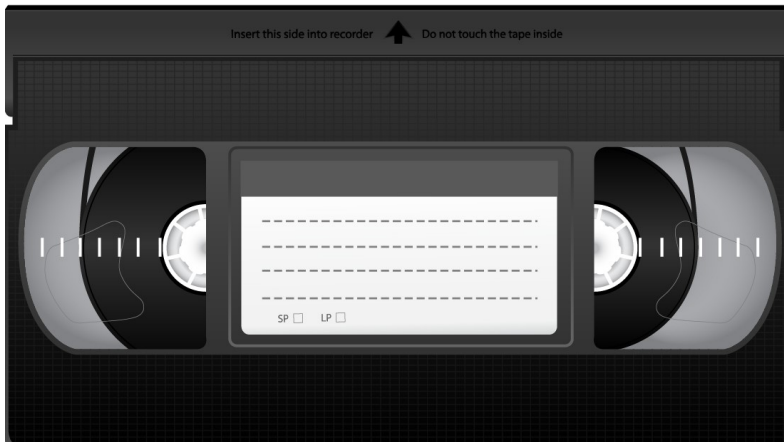


# A Guide for Digital Conversion VHS and VHS-C Tapes



1

### Power On VCR Player

On **VCR Player**, Press the **POWER** button.  
Display screen will illuminate.

2

### Look Inside VCR Player

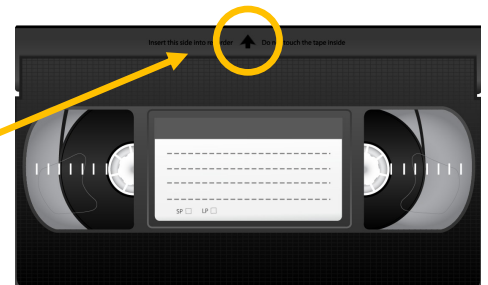
Look inside to make sure there is not a tape in the machine.

**To Eject:** Press the **EJECT** button on the **VCR Player**. If there is a tape inside, it will automatically eject the tape. Take it out and give it to a staff member.

3

### Insert Tape Into VCR Player

Insert tape face up (window on tape should be facing up).



You will see an **arrow** pointing in the guided direction, to insert into the machine. **Push** tape gently into the machine. The machines mechanism will automatically receive it.



## VHS-C Format

If your format is VHS-C, place your tape into the adapter, prior to inserting into the VCR Player.

4



## Launch App - *'Blackmagic Media Express'*

On iMac computer, launch app *'Blackmagic Media Express'*, located at menu bar at bottom of screen.



5

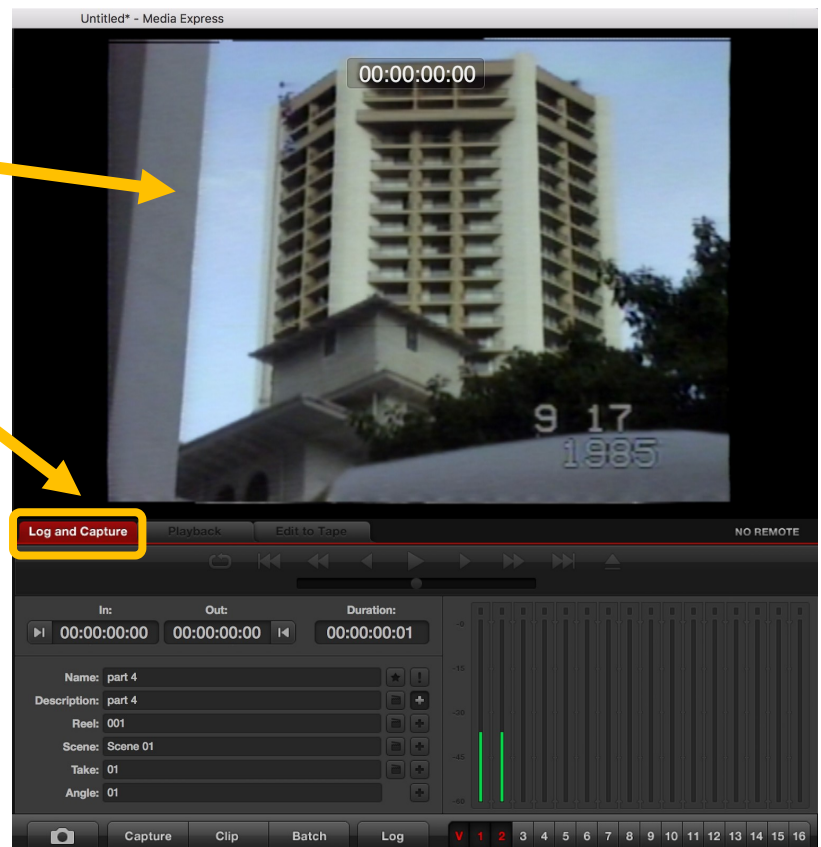
## Play Tape on *VCR Player* and View on *'Blackmagic Media Express'*

Press **PLAY** on tape machine to test your video and review footage.

Once you have reviewed the footage, press **STOP** and **REWIND** on tape machine to where you would like to start recording.

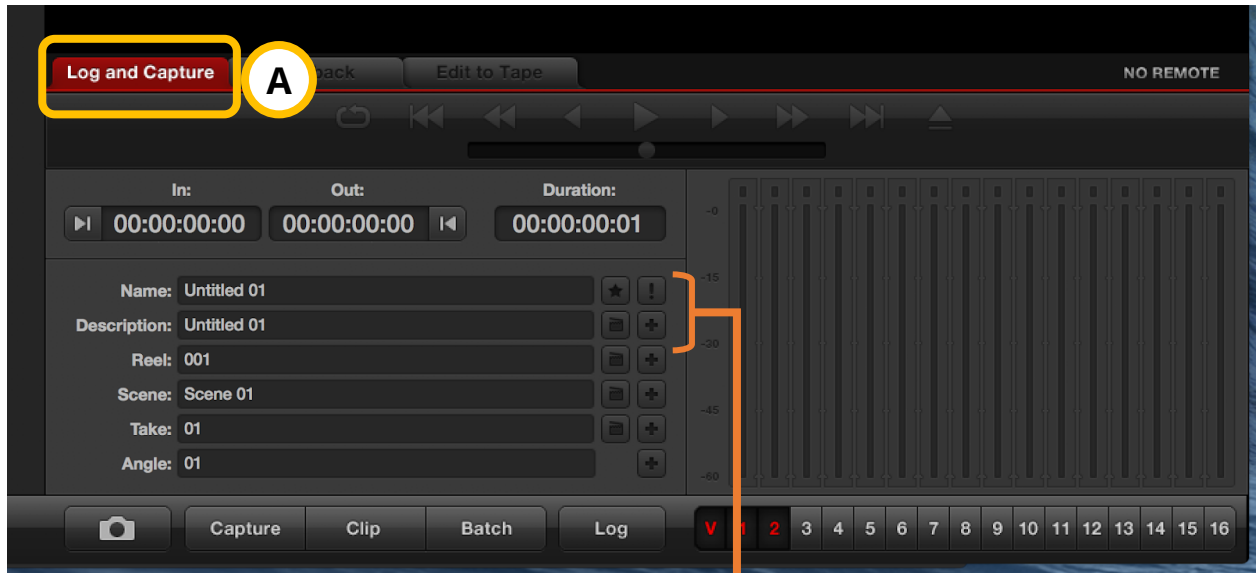
**Viewing Footage:** This will be viewed on the iMac screen, from the *'Blackmagic Media Express'* window, under the **Log and Capture tab**.

Find the starting point of the footage you would like to begin digitizing.

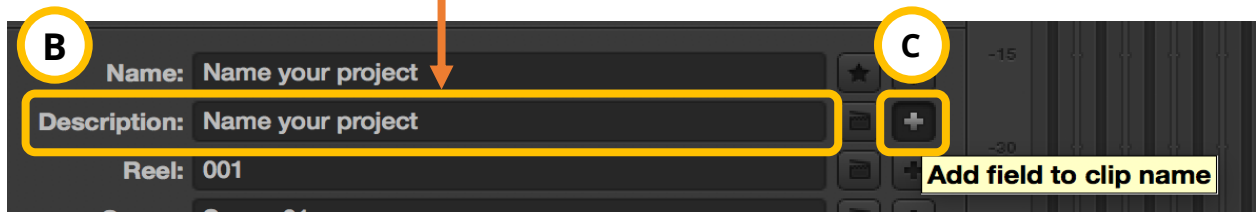


# 6

## Name Your Project



A) From the *'Blackmagic Media Express'* window, under tab, *'Log and Capture'*.



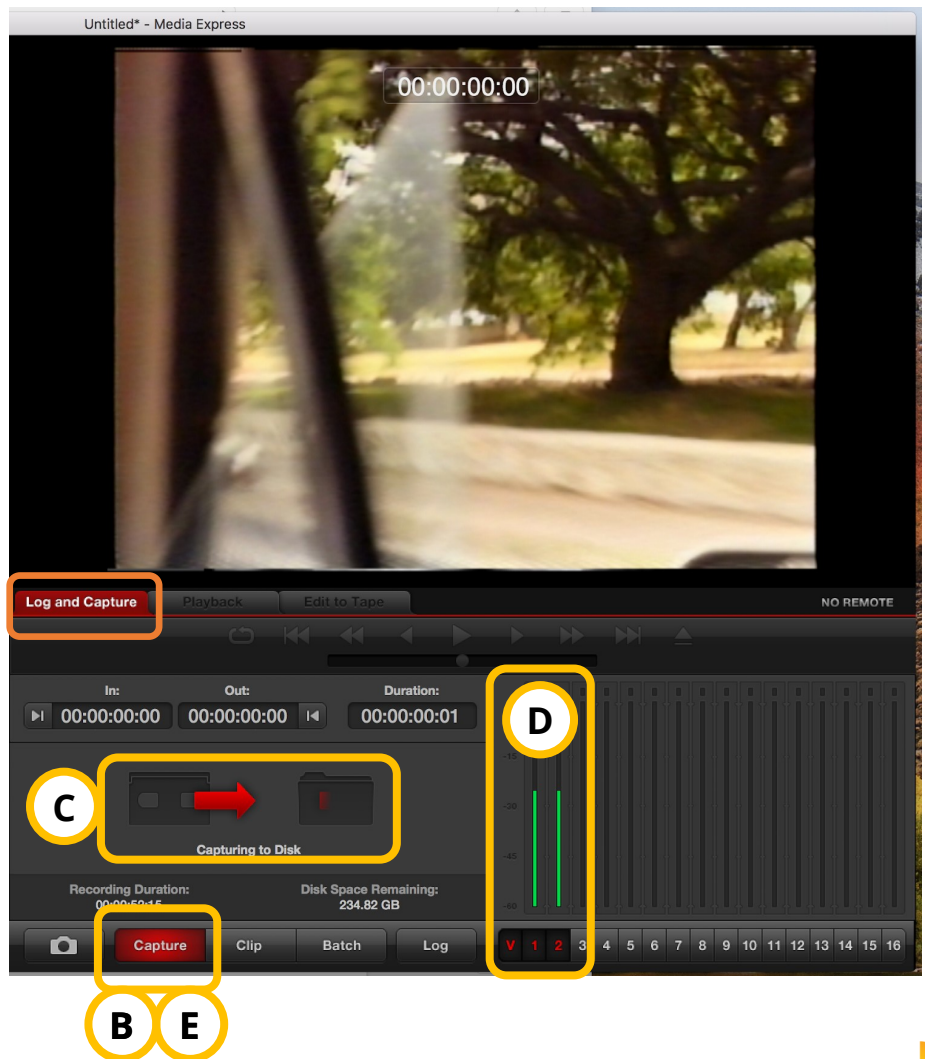
B) **Description:** Enter name of project.

C) Select **+** button, 'Add field to clip name'. It will save this information to *Name* and *Description*.

# 7 Capture Tape Footage

- A) Press **PLAY** on *VCR Player*.
- B) Press **CAPTURE** on '*Blackmagic Media Express*'.
- C) '*Capturing to Disk*' will display and you will see a red arrow moving from 'image of tape' to 'image of folder'. This confirms capture is working.
- D) Double check there is sound on your video, by confirming the two green bars are moving (depicting sound) on the '*Blackmagic Media Express*'.
- E) Once you have completed capturing your video footage, Press **CAPTURE** on '*Blackmagic Media Express*' and **STOP** on *VCR Player*.

*VCR Player controls:*



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## Locate Digitized Project File on iMac Desktop

Check desktop on computer to locate your **.mov file**. Review footage to make sure everything turned out as intended.

9



## Compress File using App- *'Handbrake'*

Your **.mov file** is very large. You may need to compress the file before you save it to your external device. Launch *'Handbrake'*, located at menu bar at bottom of screen.



# 10

## Open and Prepare File in App - 'Handbrake'

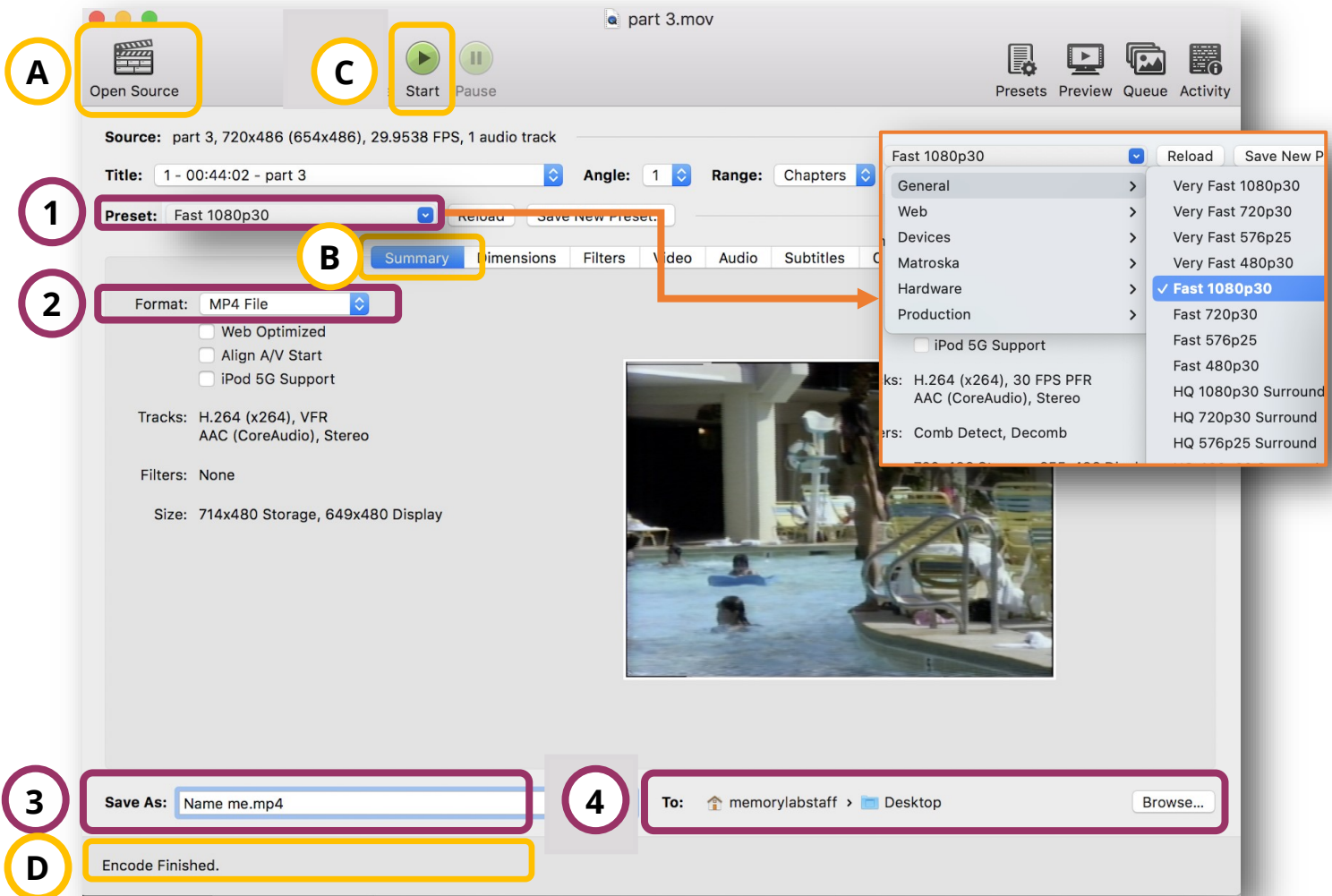
**A)** To open your file. Select '**Open Source**', located at top-left hand side of '**Handbrake**' window.

**B)** Under **Summary** tab:

- 1) **Preset: General > Fast 1080p30**
- 2) **Format: MP4 File**
- 3) **Save As:** Name your file
- 4) **To:** Save file to "My Archiving Project"

**C)** Once you have prepared your summary. You may now press **START**.

**D)** The compression is complete, once you see '**Encode Finished**' at the bottom of the window.



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# Locate Compressed File(s) On iMac Desktop And \*Transfer to Your External Drive

On the iMac desktop, locate your .mp4 file and import it into your external device, using the drag and drop method.

**\*Transfer to External Device:**



- 1. Open Finder, located along menu bar at bottom of desktop.
- 2. Locate your device, along menu on left.
- 3. Drag and drop your digitized file(s), into your device.

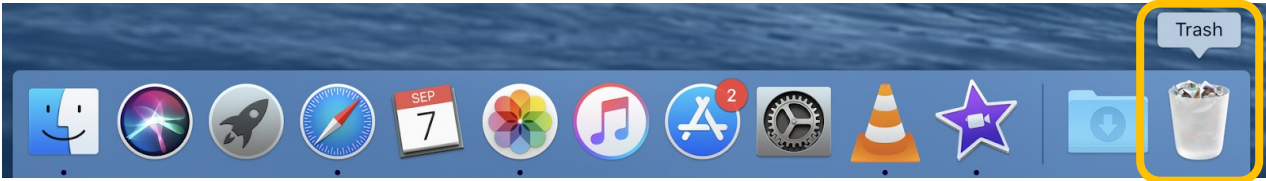
12

# Delete Personal File(s) From iMac Computer

Once you have confirmed that your files have been saved to your external device. It is time to remove your personal files from the iMac computer folder(s) and software.

*(e.g. iMovie, Handbrake, Blackmagic Media Express)*

**To place in the trash:** either drag and drop into *trash* **OR** *right-click -> Move to Trash.*



**Remember to take your external device, as well, as any personal belongings with you. (e.g. Tapes).**



# FAQ:

## **How much time will this take?**

- For every 1 minute of video, it will take 1.5x to digitize it. Capture happens in real time, and then the file must be converted, described, and saved.
- We recommend digitizing no more than 1 hour of video in a lab session.

## **How much storage space will I need?**

- 1 hour of video = 4 GB when saved with our instructions as an MP4.

## **What if I don't have a flash drive or external hard drive?**

- Go to the Saving Options FAQ sheet for more information.
- You can also purchase flash drives from the nearby CVS store.

## **Audio but no video playback?**

- Confirm that there is no image on both the monitor and within Blackmagic.
- Make sure your tape is NTSC and not PAL.
- Confirm with a staff member that the wiring is correct.
- Do not adjust any settings without consulting with a volunteer or staff member first.

## **Why do I have to convert the MOV file to an MP4?**

- It deinterlaces the movie, which prevents the "combing" effect that occurs in digitized video.
- It encodes the movie, which does make your file smaller, but is more versatile and widely supported.