VHS TO DIGITAL – Converter Instructions

Turn your VHS recordings into digital files!

Set-Up

1. Open the cupboard and make sure everything is plugged in to the extension cord, and that the extension cord is plugged into the wall outlet, to the right of the cupboard.

2. Press the <u>Power button</u> ⏻ on the computer (machine to the left) and on the VHS/DVD (machine under keyboard).

3. Use the PROSCAN remote to turn on the monitor, or the power button on the right side of the monitor.

4. Log into <u>Patron</u> account with password: <u>patron</u>
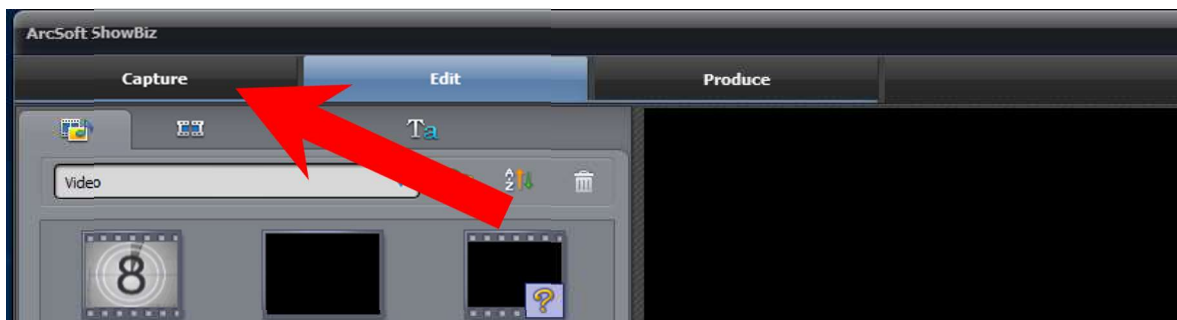
Instructions – VHS to MP4

STEP 1: Put in VHS tape to the machine under the keyboard.

STEP 2: Double click '*<u>ArcSoft ShowBiz</u>*' program
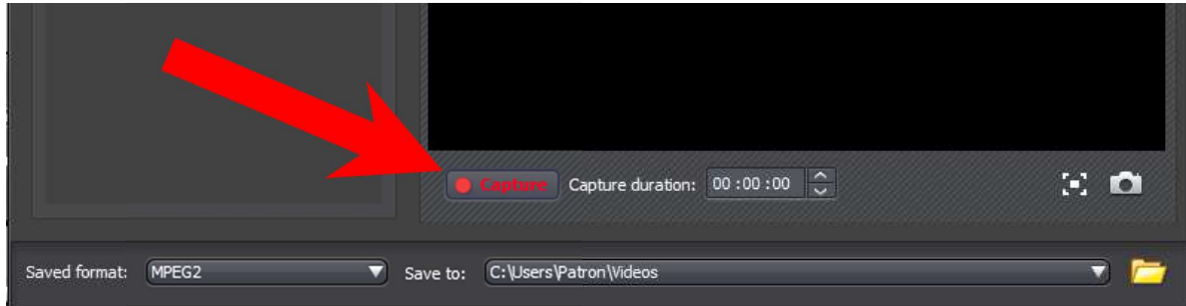

Once the program has opened

STEP 3: Click *<u>Capture</u>* up at the top.

STEP 4: Use the VHS buttons, _REWIND_, _FORWARD_, _PAUSE_ or PLAY until the movie is at the spot you want to record.
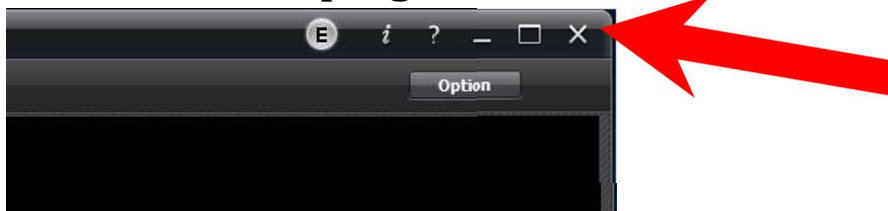
STEP 5: Click _Capture_ below the movie preview, to start recording, then press _PLAY_ on the VHS machine.

The machine records in real-time. Once it is done recording:

STEP 4: Click the green STOP button (in the same place as the Capture button) to end the recording.

STEP 5: Exit the program.

and eject △ your VHS – (unless you have multiple videos to record on 1 VHS tape)

Your recorded file will be found in _'Files'_ under 'Videos' in _'This PC > videos>'_

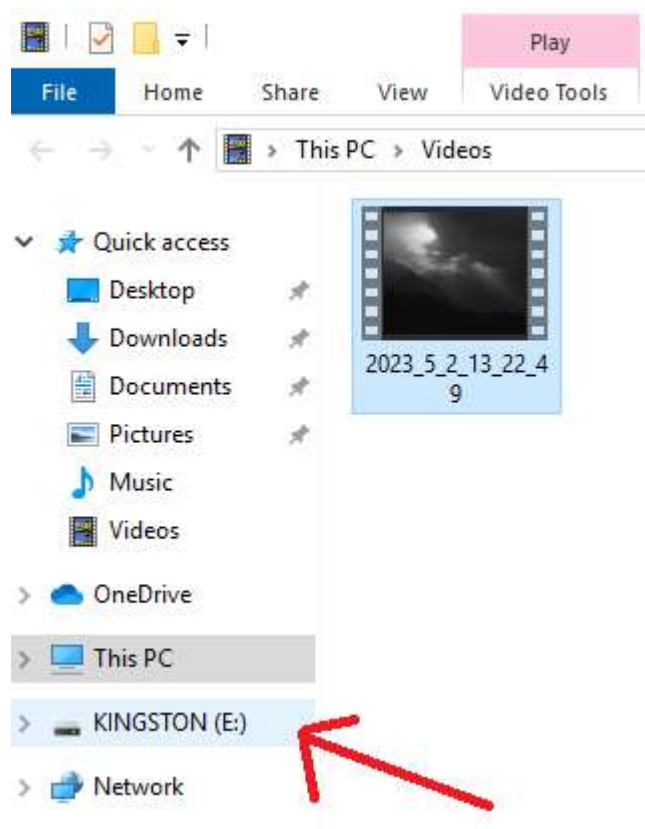Right-click on your video file and select 'Rename' to change the name.

Instructions – Copy to USB

Move recorded files to a USB stick

STEP 1: Insert USB into Computer (window will pop up)

The USB will be visible on the left side of the window.

STEP 2: Find your video file, click, hold, and drag onto the USB

Once all files are copied on to the USB

STEP 3: Right click on USB name and select 'EJECT' before pulling out of the computer.

*Please make sure that you have copied all of your files to a storage device because the library guest account on this computer will delete any data stored on it at the end of the session.

Instructions – Disc to Digital File to USB

If you have stored files on a DVD or CD Rom – the library recommends converting them to media files that can be stored on a computer or hard drive. New computers do not have disc readers in them. **Notes:**

- The library has External DVD/CD players if you are interested in borrowing one for use at home.

STEP 1: Insert your DVD/CD into the computer

A window will pop up that shows a list of files that are stored on the disc.

STEP 2: Select the files you want to move or keep.

STEP 3: Drag them to a chosen USB (as in the step above). Or right click and select 'delete'

Instructions – Burn to Disc

If you must burn your files on to a disc you are able to. **Notes:**

- We are not providing free blank CD/DVDs – please purchase a disc for **$1.50** from the library at the front desk.

STEP 1: Insert blank disk into the computer (machine on left).

STEP 2: Open a Window and go to 'Files', then 'Videos' and find the clip of the video you recorded.

STEP 3: Right click the file and select "Move this to CD/DVD"

When complete, eject the CD/DVD and shut down the system.