

# Converting VHS to Digital Format



THE GOAL IS TO ENCOURAGE BOTH SAVING PRECIOUS VIDEO TO AN OFF-LINE DIGITAL STORAGE DEVICE (EXTERNAL HARD DRIVE) AND, IF DESIRED, CREATE DVD COPIES AS WELL.

## STEP ONE: CONVERT VHS VIDEO TO DIGITAL FORMAT.

1. Turn on VCR and PC.

2. Make sure the Elgato video capture cables are connected.



3. Be sure headphones or ear buds are plugged in. This is required even if you are not planning to monitor the tape closely.

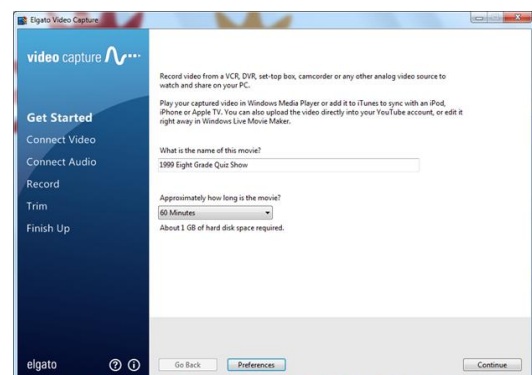
4. Put VHS tape in VCR. Click “rewind” to be sure it is at the beginning of the tape.

5. Double click on Elgato video capture logo on taskbar.



6. Fill in information on first screen: Name of video and approximate duration. It will be saved in the “Videos” folder on the PC.

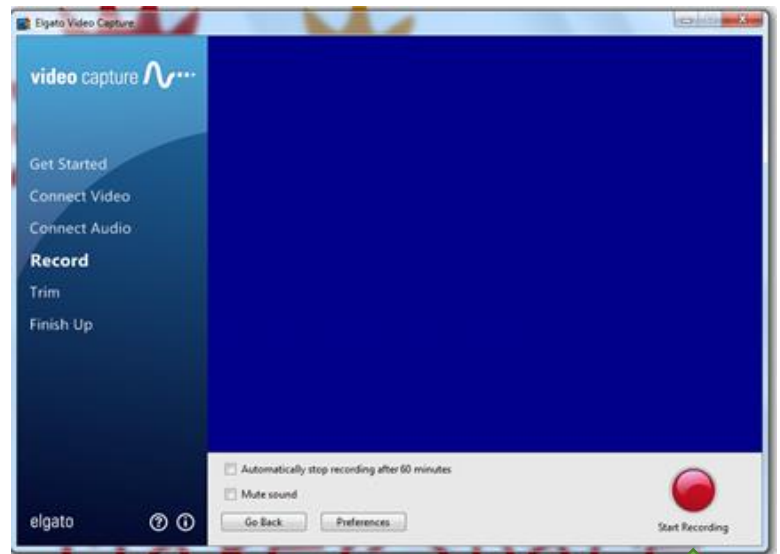
7. Click “Continue.”



8. Decide on aspect ratio (standard 4:3 or wide screen 16:4)

9. Click continue.

10. Unless otherwise noted, stay with the default settings on the next few windows.

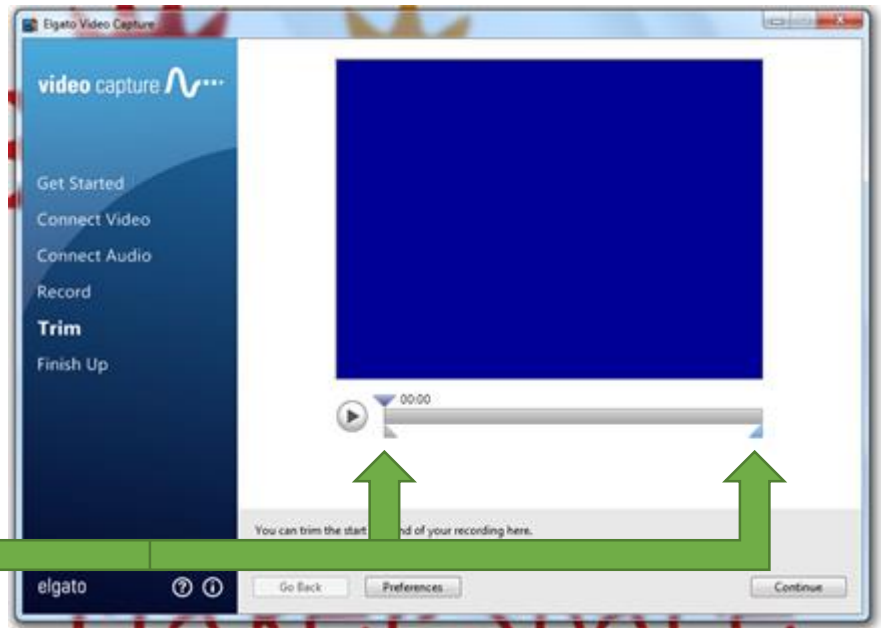


11. When you reach this screen, hit “PLAY” on the VCR and then “START RECORDING” on the Elgato screen. This will begin the transfer process.

12. When you have all the video you want, hit “STOP RECORDING” on the PC.

13. You can stop the VCR and press rewind to reset the VHS tape back to the beginning.

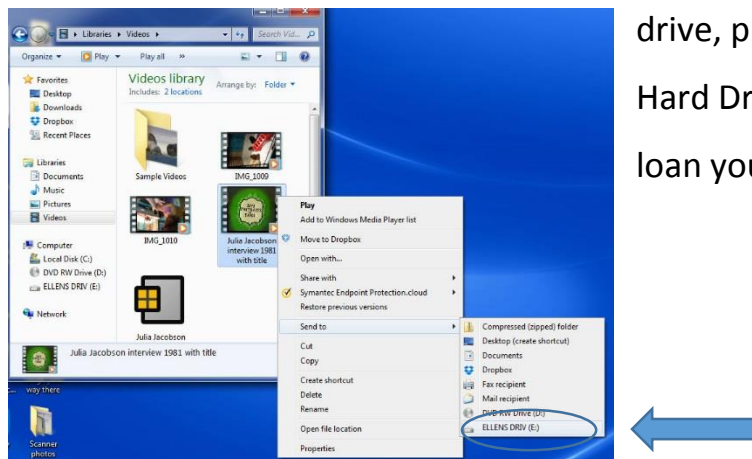
14. On this screen you can adjust where you want to start capturing the process. If there is static or bad footage at the beginning, you can shift the cursor over to the right to eliminate this.



15. Press “Continue.”

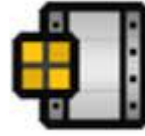
16. At this point, you are done with the video transfer to digital. **Quit.**

17. **You should save this digitized movie to an external hard drive:** right click on the video in the Video folder found on the Desktop and “send to” the desired drive, preferably your personal External Hard Drive or flash drive. The library can loan you an external hard drive.



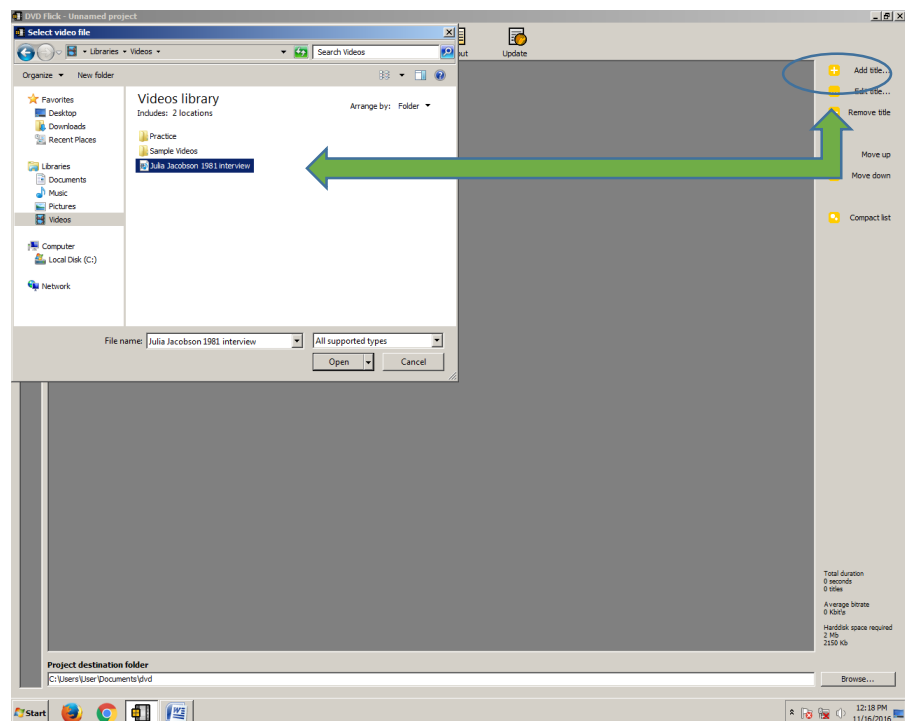
## STEP TWO: CREATE DVD COPIES THAT PLAY IN A STANDARD DVD PLAYER.

18. You can also go ahead and create a DVD from it now. Put blank DVD-R into burn drive. (We are using the E Drive for burning)



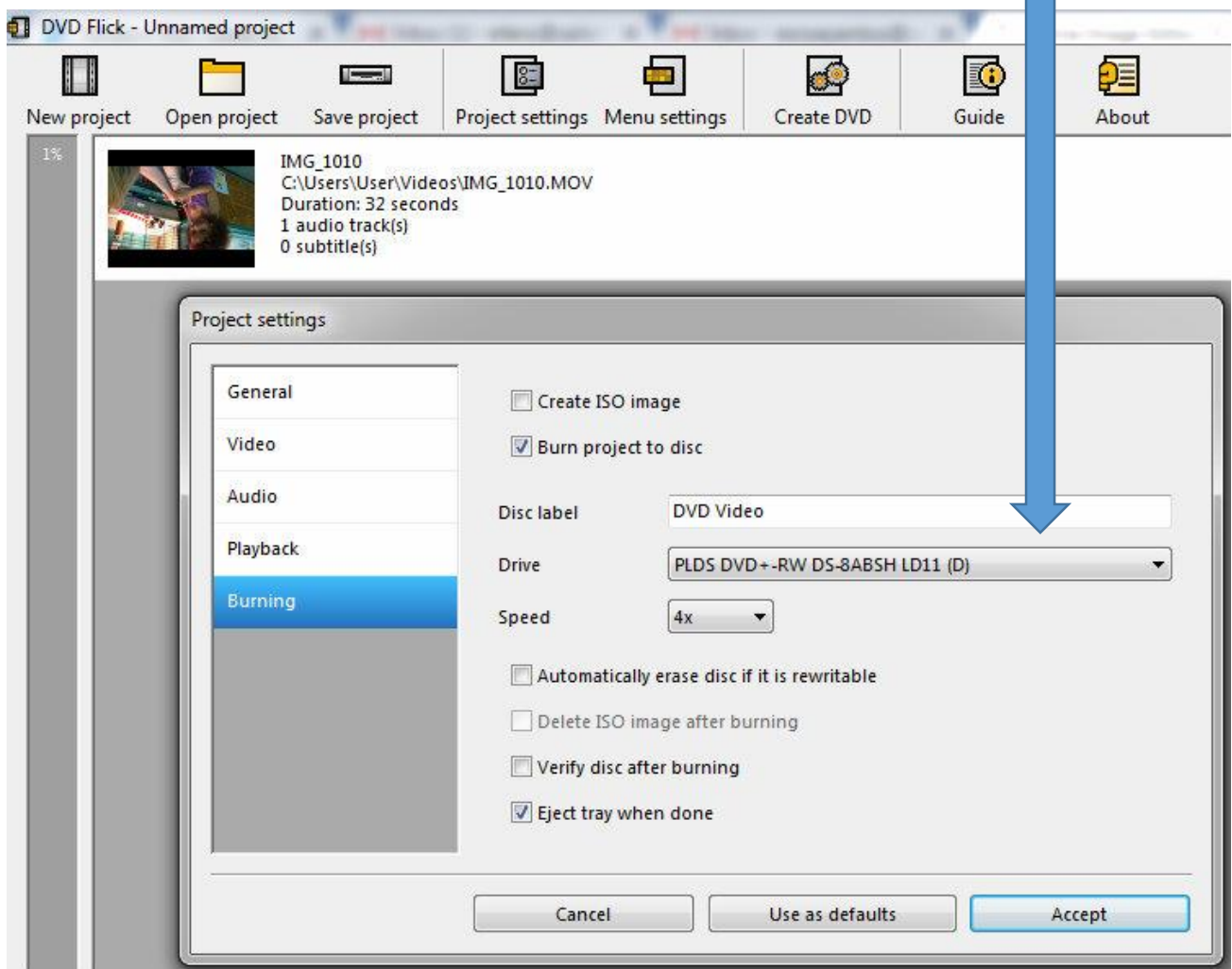
19. Open DVD Flick now to burn a DVD with one or more videos that you have digitized.

20. Click “Add a Title” on right to choose the video you want to burn. You can add any number of videos as long as you have the space on the disk for them.

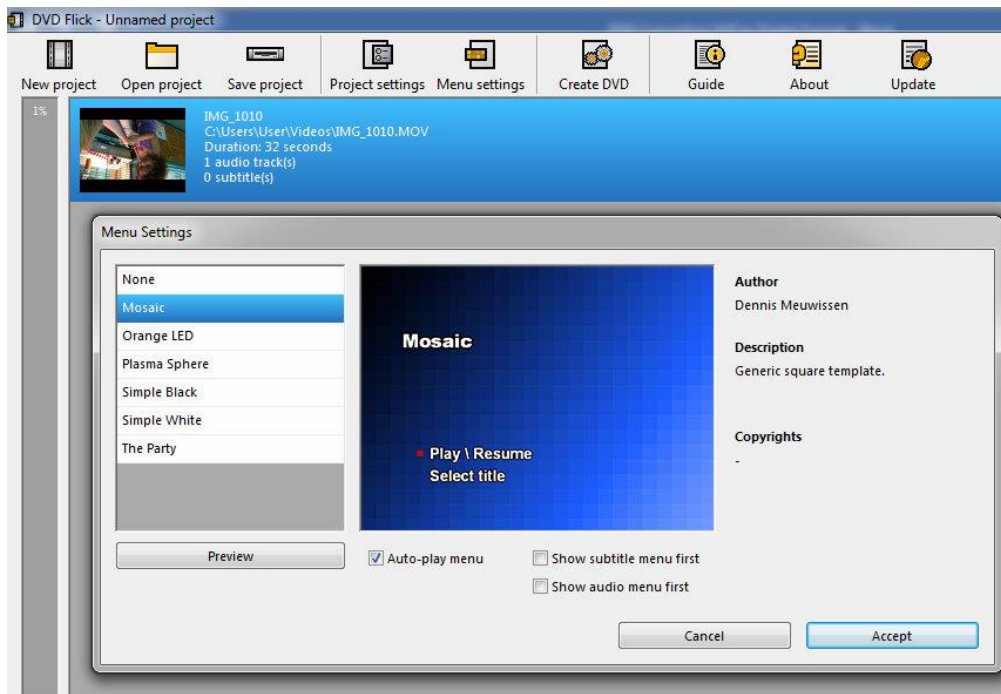


21. Set **Project Settings** to how you want them:

- a. Under **General**, label it with the name
- b. Leave **Video, Audio, Playback** as is
- c. Under **Burning**, choose “Burn project to disk,” be sure the **E Drive** is highlighted to burn to, unclick “Automatically erase....,” click “Eject tray when done.”
- d. Click “Accept.”



22. Under **Menu Settings** choose the theme you want as an opening screen.



23. Click “Accept.”

24. Click “Create DVD” to begin the process of readying the blank DVD, encoding the content as NTSC (the most common format for video in North America), then burning the content to the disk. This usually takes a similar amount of time as the length of the video itself is. You can play Tetris on the DVD Flick page or read a book!

25. Ignore warnings that might pop up and click through them. They relate to previous projects that no longer are relevant.

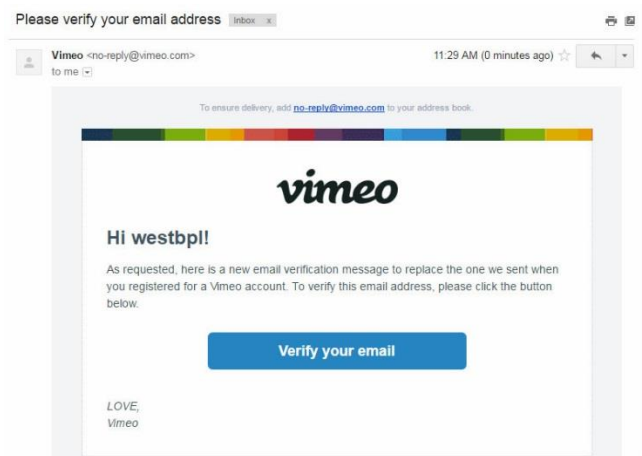
26. When the DVD has finished burning, the tray will pop out. Be sure to label the DVD immediately and slide it into a paper case for safekeeping.

27. Close and Exit.

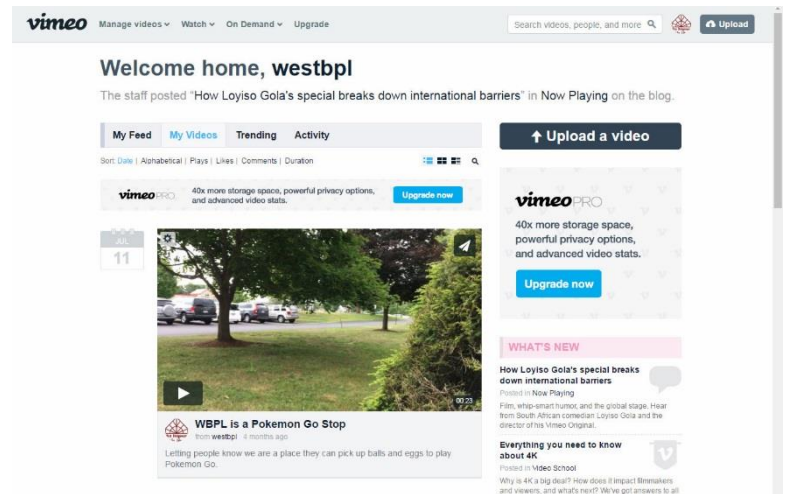
## STEP THREE:

### MOVE YOUR VIDEOS UP TO THE “CLOUD” VIA A SERVICE SUCH AS VIMEO SO YOU CAN SHARE THEM VIA FACEBOOK, EMAIL, ETC.

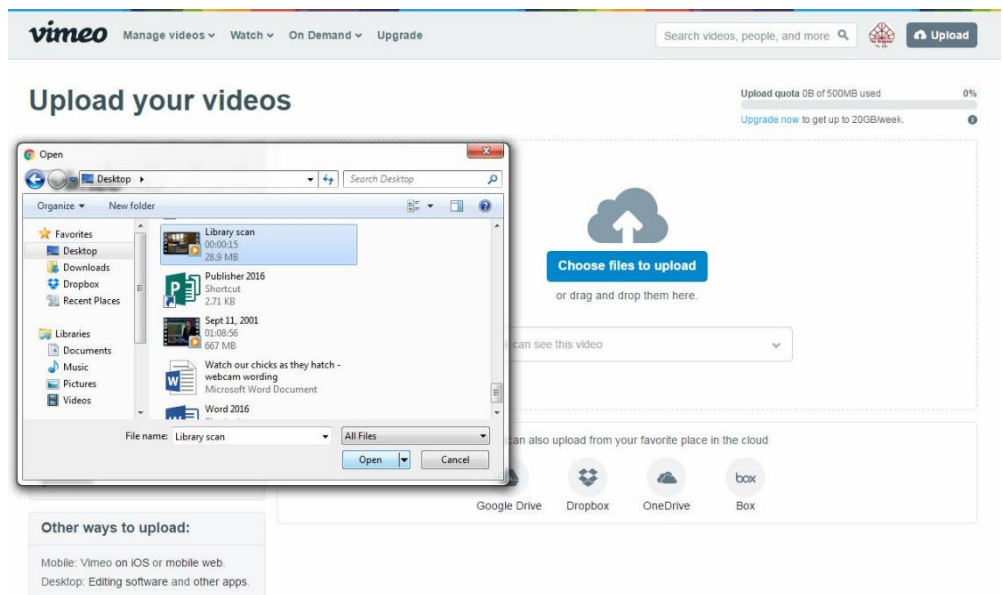
1. Have your videos on an external hard drive, a thumb drive or on the desktop of a computer that has Internet access.
2. Go to the video sharing website. In this case, Vimeo.com.
3. Join by giving your name, and email address and a PIN that you can remember.
4. They will send you an email to verify your address and be sure that you are really you. Check your email inbox and click on the verification in the email.



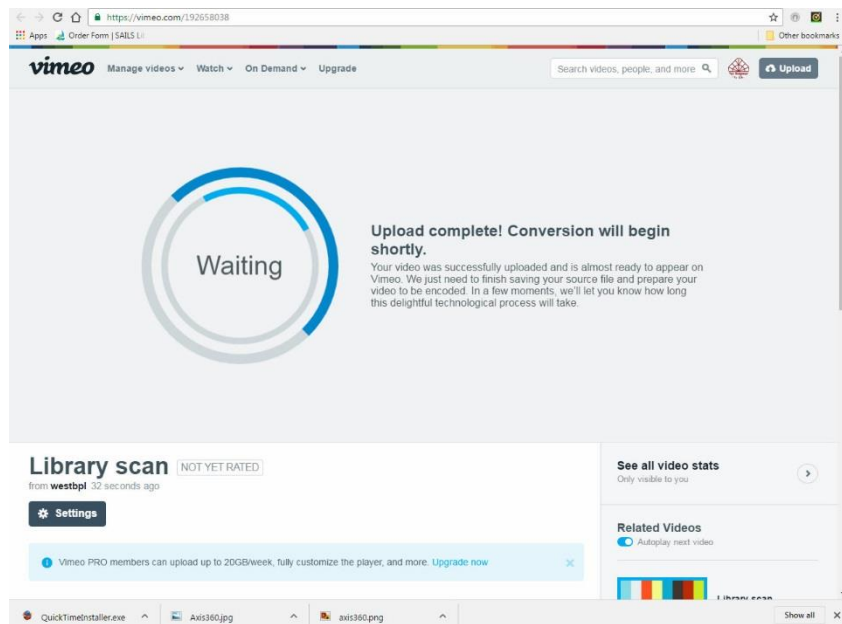
5. Now, open Vimeo and sign in.



6. Click on “Upload a Video” and find it on your hard drive. Highlight it, and click “open.”

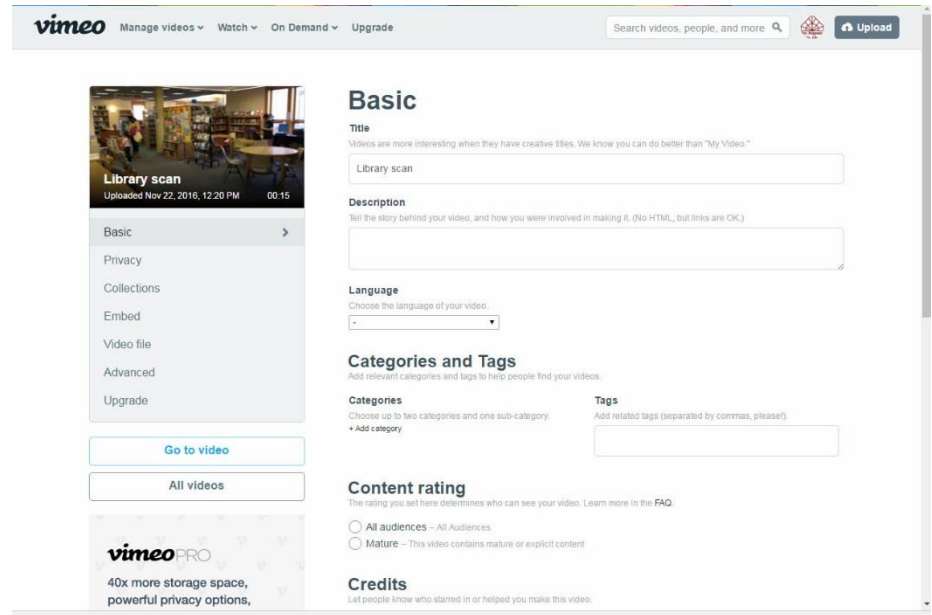


7. It will upload and then start converting.





8. While it is converting or after, you should go to the settings page for this video.



9. You should look at the Basic settings where you can add a description, set up categories and search terms, and choose the thumbnail that is used to identify the video on your page.
10. Then you should look at the Privacy settings and make your choices for that as well.
11. Under Advanced settings, you can choose a “Custom URL” that is easier to identify than the number that Vimeo automatically uses as a default.
12. Now that your video is up on a cloud server, you can share out the URL address with your friends, family and colleagues.

