

# Video Conversion



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# When Using Laboratory Equipment

- Do not drop or handle the equipment too aggressively as it may cause it to become damaged.
- Do not allow the equipment to come into contact with water or other liquids. In the event that water or other liquids enters the interior, immediately turn off the equipment. Continuing to use the equipment may result in fire or electrical shock.
- Do not handle the equipment with wet hands. Doing so may cause electrical shock and damages to the equipment.
- Do not expose the equipment to extreme temperatures, humidity, or vibrations, which may cause damage to the equipment.

# Checking Your Materials

Do not use cassettes or tapes that are

- broken
- cracked
- unraveled
- warped
- missing pieces
- excessively dirty



# Loading and Unloading the Equipment

The Libratory has several pieces of equipment that we use for conversion. Because the device models may change if we need to upgrade them, we are only going to cover the basic how-to-use information in this guide.



# Loading and Unloading the VCR

Start by turning on the VCR. Do this by pushing the **Power** button.



Next, make sure the VCR is connected to the Elgato Video Capture device.

Then, insert your VHS tape into the VCR. If the film is on the right-side reel of the tape, you will need to rewind it.



The VCR may automatically start playing the tape. If it does, make sure to press **Stop**.



When you are finished scanning your tape, be sure to press the **Rewind** button to rewind your tape. When the tape is finished rewinding, then you can press the **Eject** button to retrieve your tape.



# Loading the Betamax Cassette Player

Start by turning on the Betamax player. Do this by pushing the **Power** button.



Next, make sure the Betamax player is connected to the Elgato Video Capture device.

Then, insert  
your tape into  
the Betamax  
player.



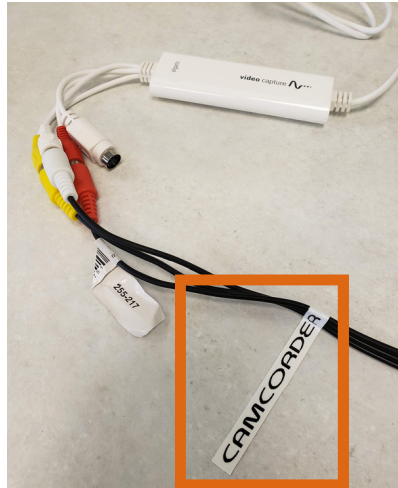
The Betamax  
player may  
automatically  
start playing the  
tape. If it does,  
make sure to  
press **Stop**.

When you are finished scanning your tape, be sure to press the **Rewind** button to rewind your tape. When the tape is finished rewinding, then you can press the **Eject** button to retrieve your tape.



# Loading and Unloading the Camcorder

Start by turning on the camcorder. Do this by pushing the **Power** switch to the **VCR** position.



Next, make sure the camcorder is connected to the Elgato Video Capture device.

Then, flip the camcorder over to access the cassette slot.



Push the **Open/Eject** switch to unlatch the compartment door.

Next, gently pull open the compartment door. When it is open wide enough, the camcorder will ding, and the metal slot inside will eject from the device as seen to the right.



Place your tape into the slot as shown to the left.

Once your tape has been fully inserted, gently push the metal slot closed.



Once you close the metal slot, it will retract back into the device.

After the metal slot retracts into the device all the way, close the compartment door and flip the camcorder back over.



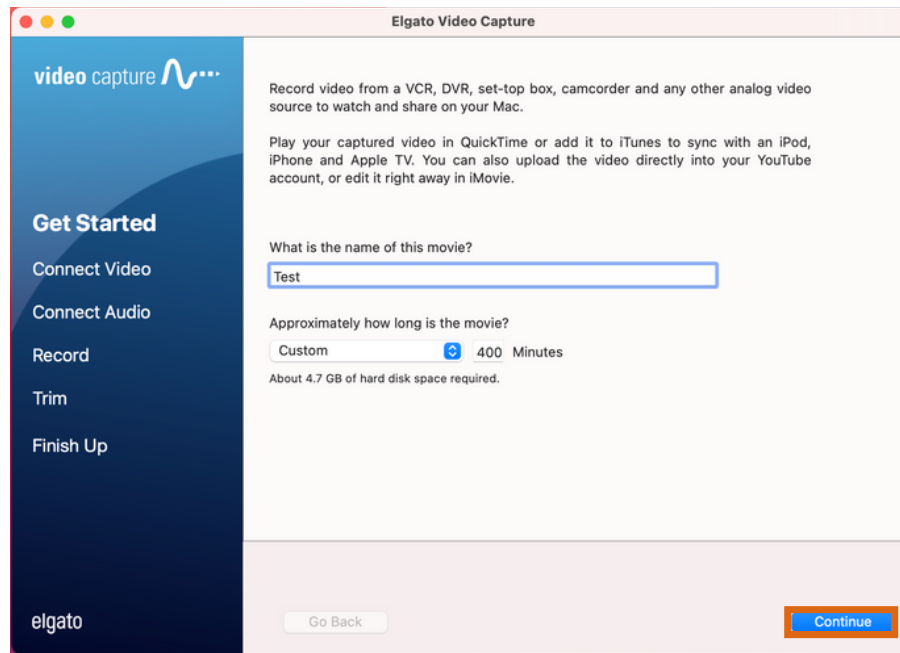
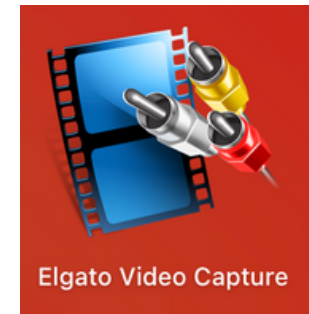
When you are finished scanning your tape, be sure to rewind your tape by pressing the **Rewind** button.

Finally, eject your tape by following the same steps used for loading the device.



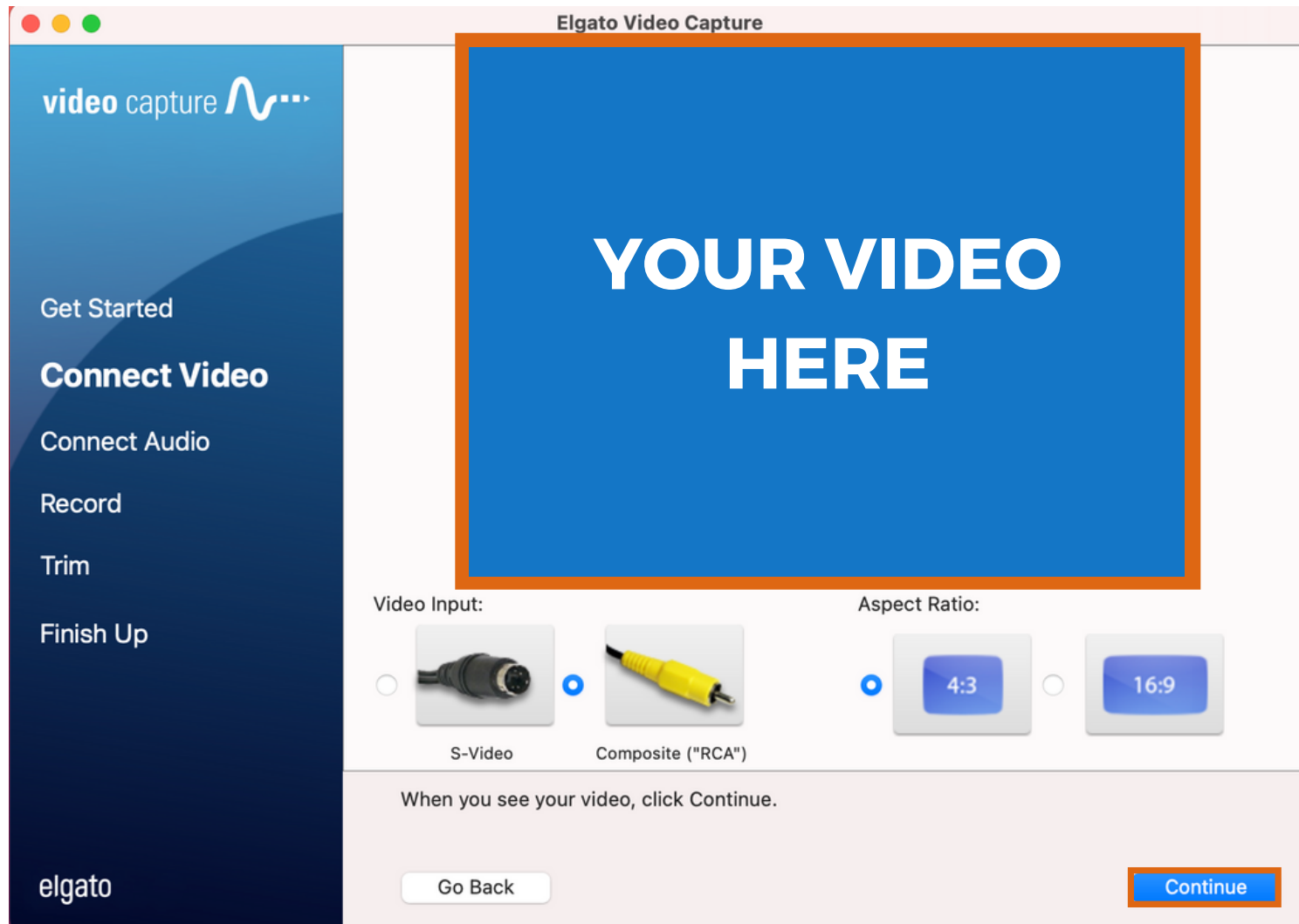
# Scanning Video with Elgato Video Capture

To start, insert your tape into the appropriate player and double-click on the **Elgato Video Capture** icon.

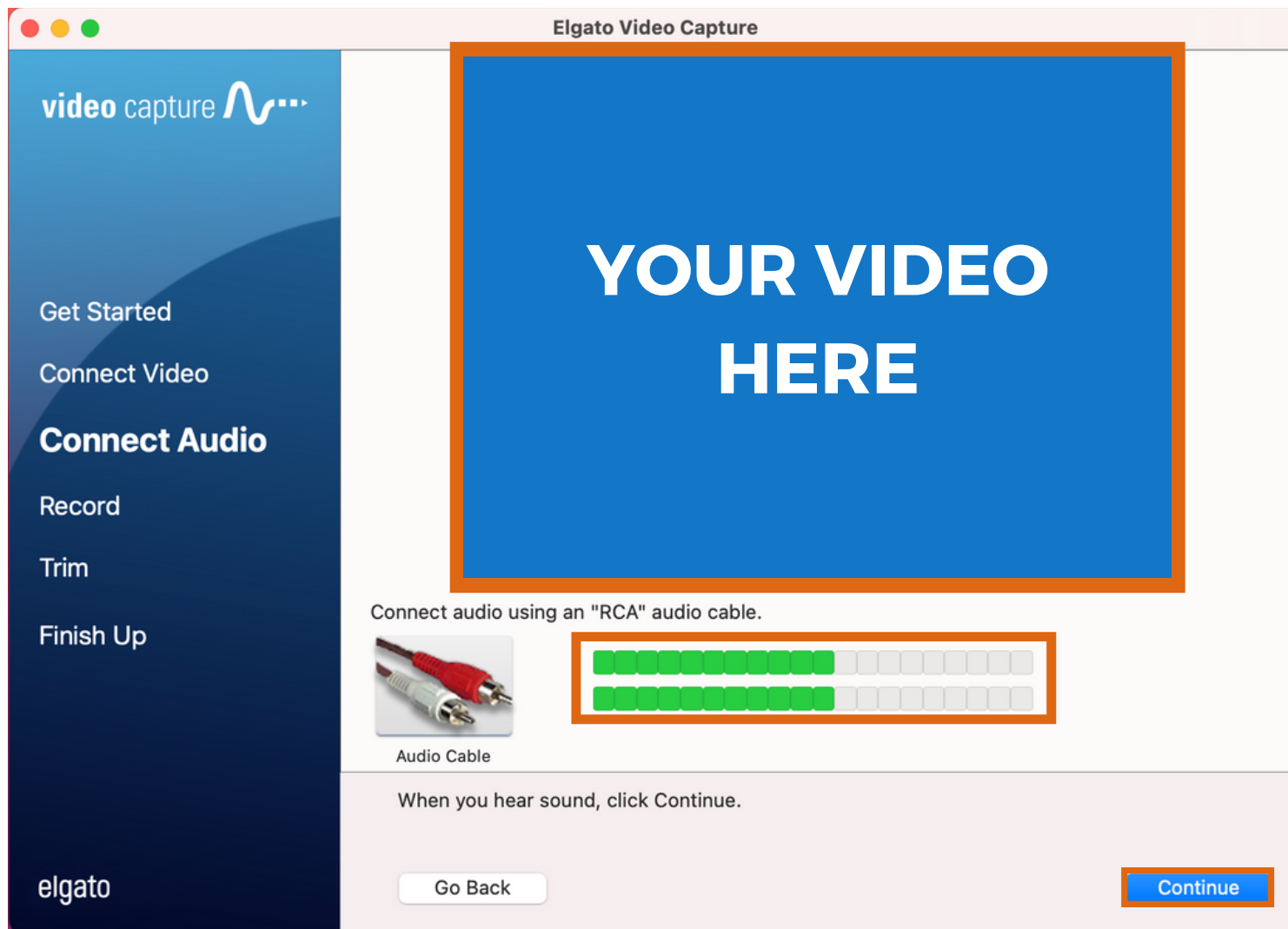


This is the window you will see when the program opens. First, give your video a name. Then, click **Continue**.

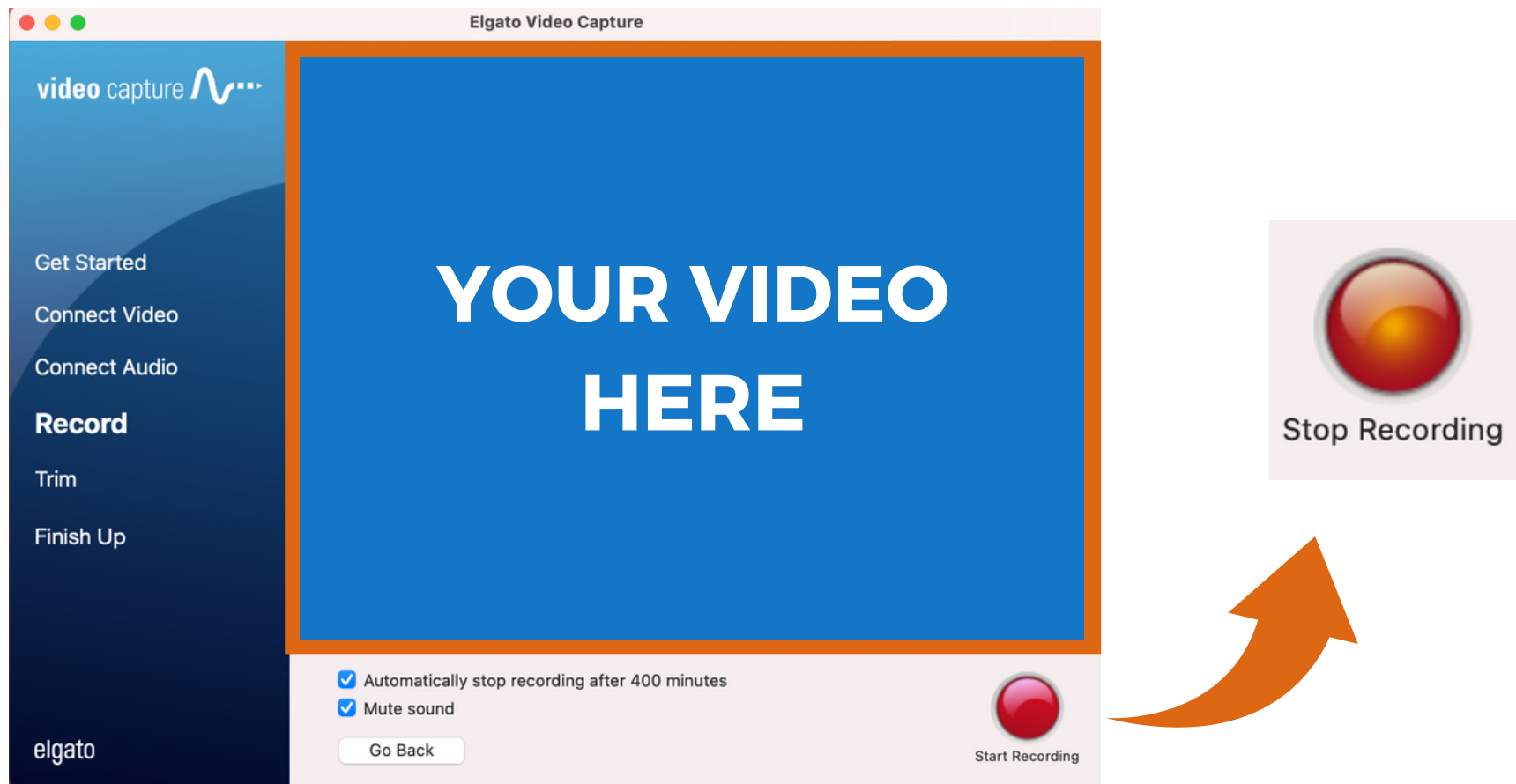
This is the next window you will see. Make sure your tape is playing, and then make sure that you can see the picture displayed. If you cannot see it, ask a staff member for assistance. When you can see your video, click **Continue**.



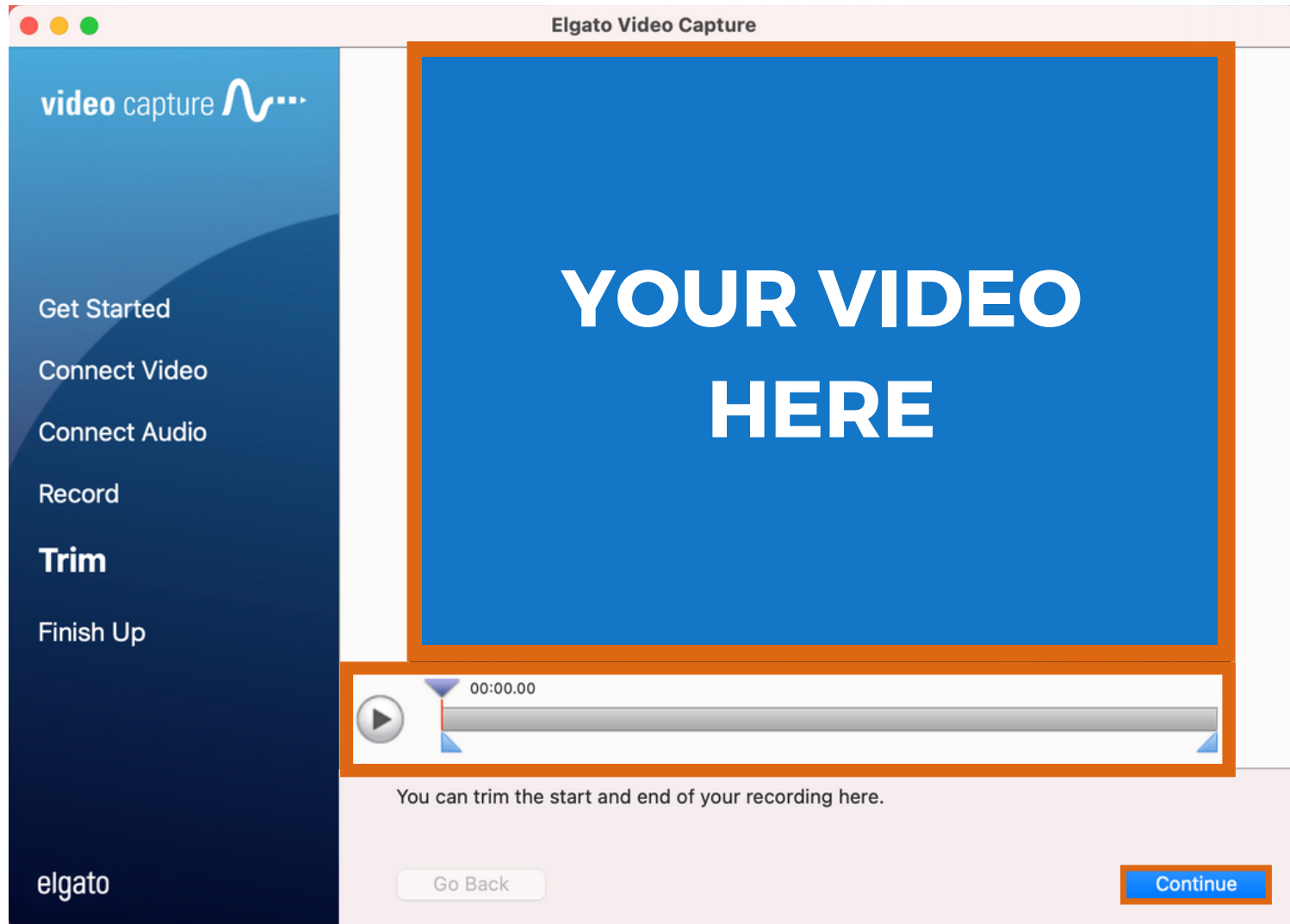
Next, make sure you can hear your tape. You can also check this visually by looking for the green bars as shown below. If you cannot hear or see it, ask a staff member for assistance. When you can hear your video, click **Continue**.



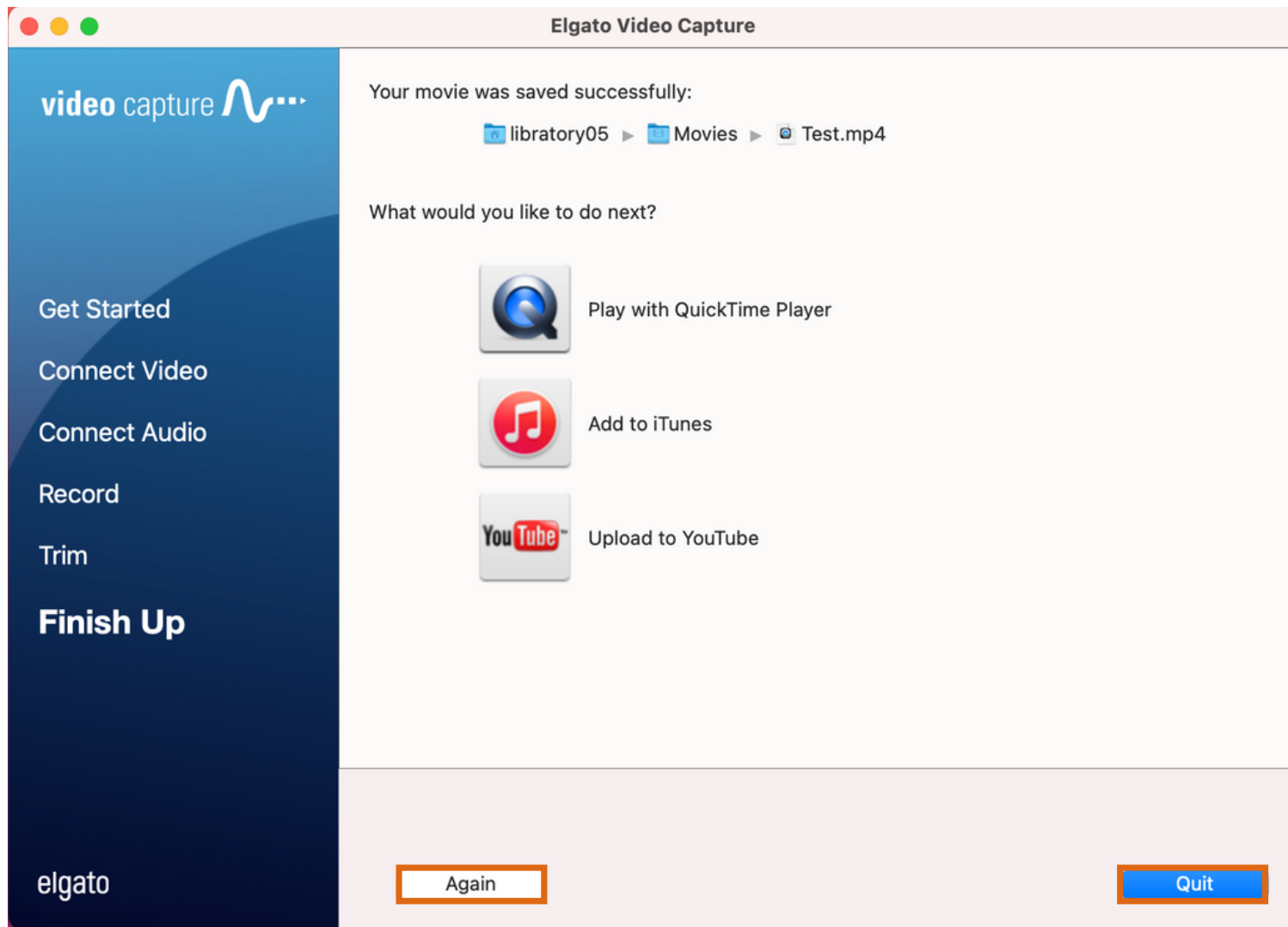
When you are ready, make sure to stop and rewind your video. Next, click **Start Recording** and then press **Play** on the VCR, Betamax player, or camcorder. The recording icon will then change and become the **Stop Recording** icon. When your video has finished, click **Stop Recording** and then press **Stop** on the player device. You should also rewind your tape at this time.



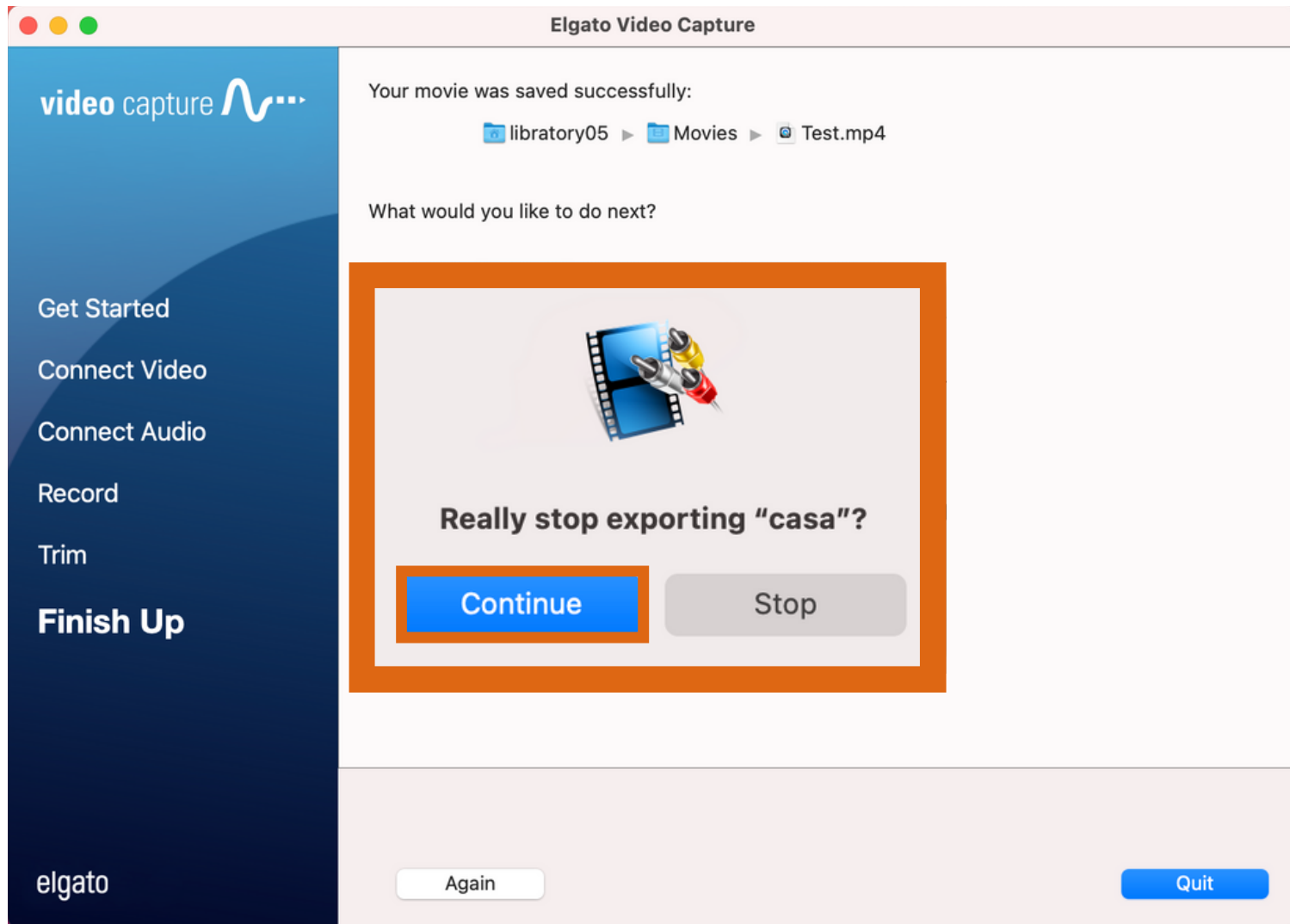
In this screen, you have the ability to trim the beginning and end of your video. Once you are satisfied with your video, click **Continue**.

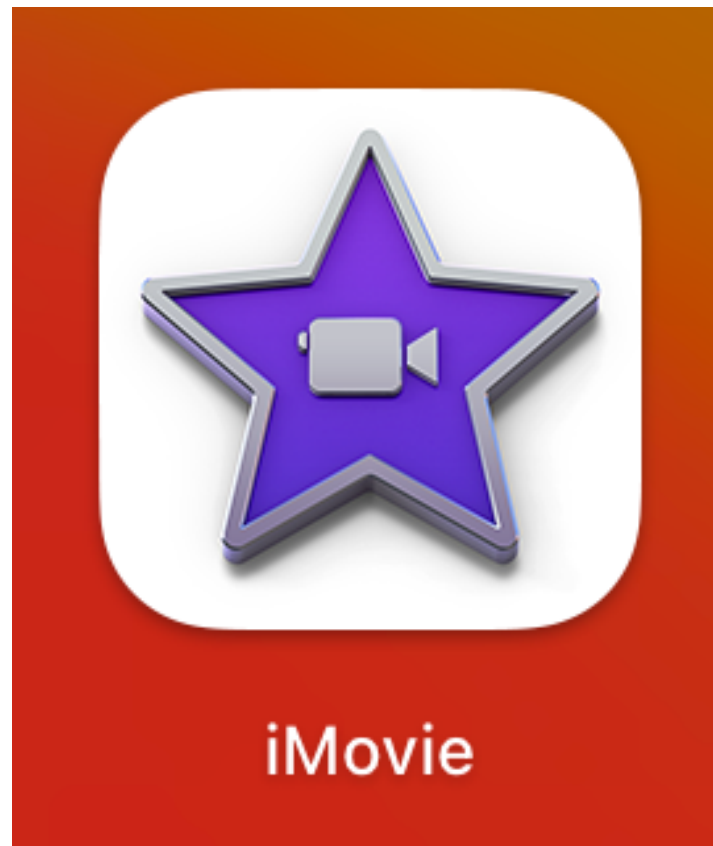


This is the final screen. If you are converting more than one tape, click **Again**. If not, wait for a few moments while the video finishes exporting to the save location. Then click **Quit**.



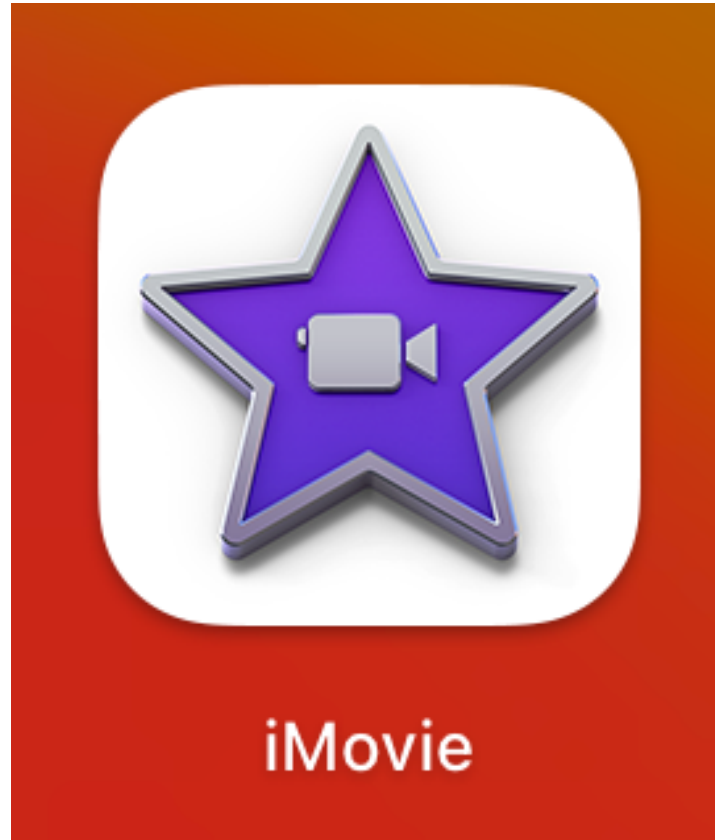
If you see the pop up below when you click **Quit**, select **Continue**, wait a minute or two, and then click **Quit** again.





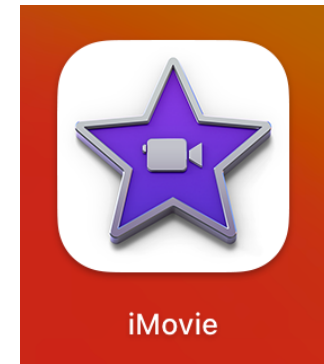
**In the next section, learn how  
to edit your film in iMovie!**

# Video Editing with iMovie

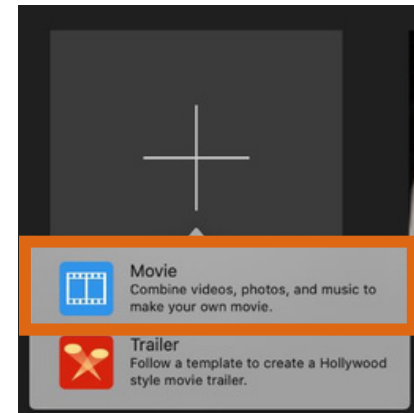


**Disclaimer:** This guide only offers a brief and basic overview of aspects of this software necessary for editing and transferring converted video files.

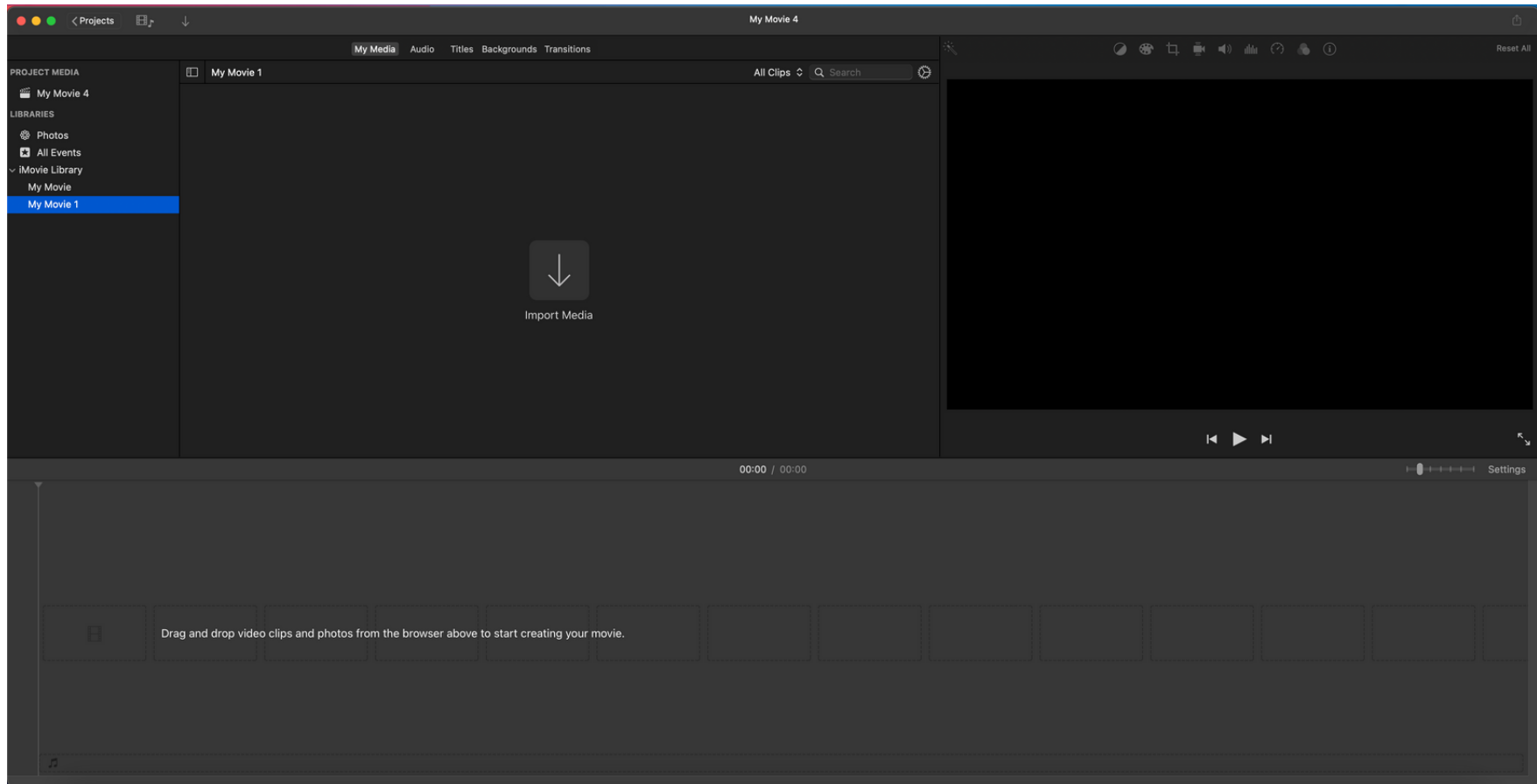
Click on the **iMovie** icon to start.

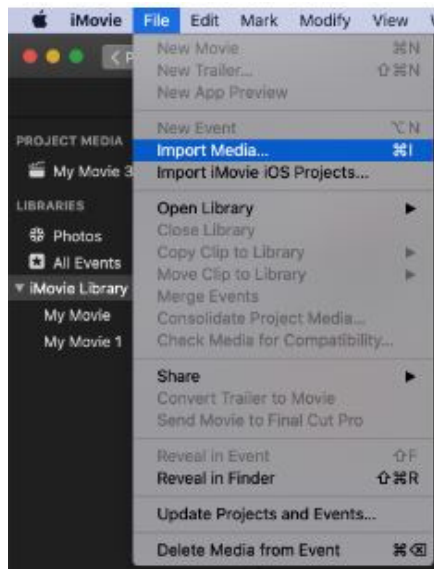


Then click on the **Create New** Icon, then select **Movie**.



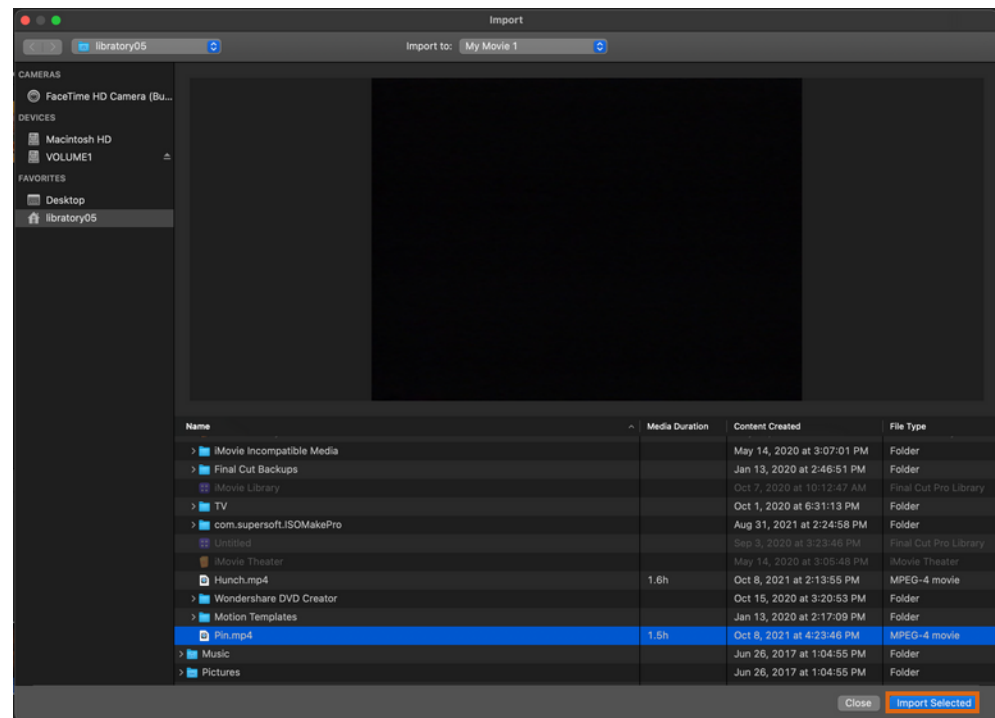
This is the screen you will see once you begin.



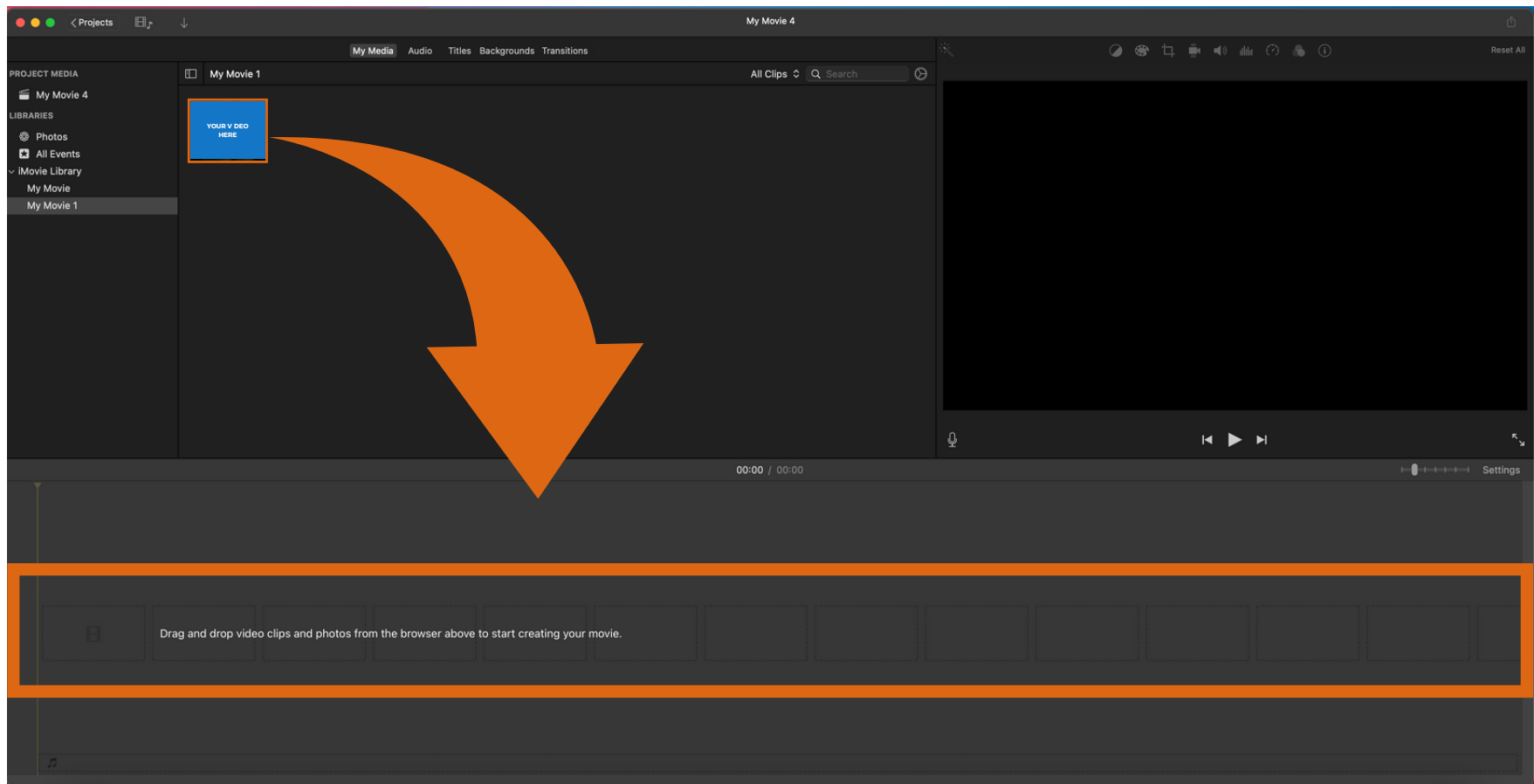


Next, click on **File** and then **Import Media**.

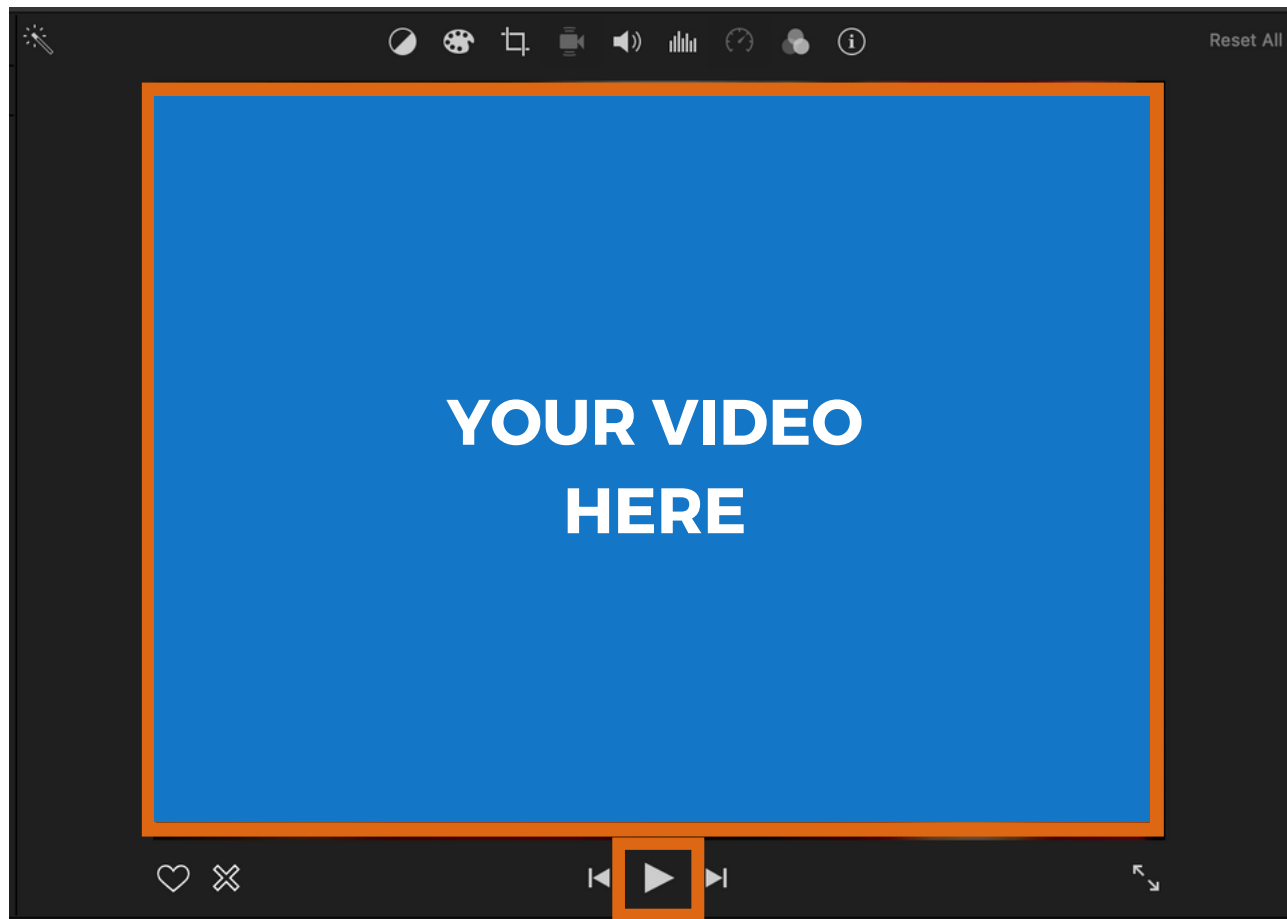
Then, select your video file from the list and click on **Import Selected**.



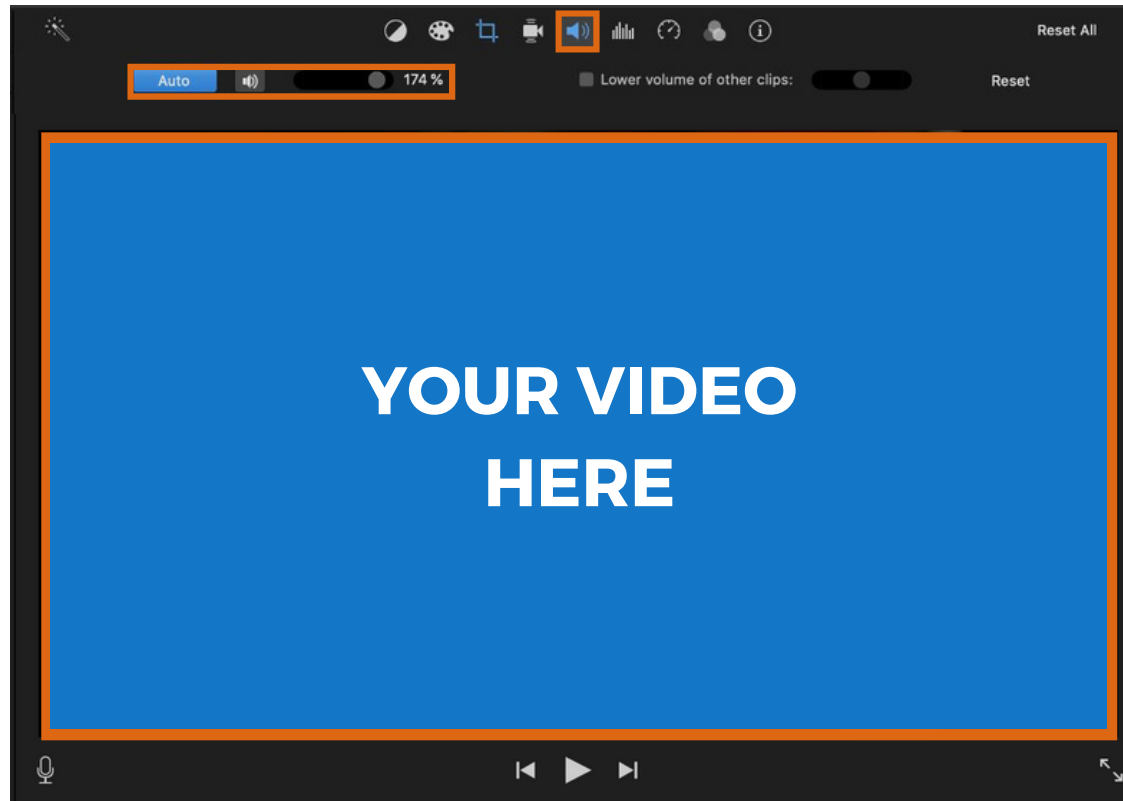
Once you have imported your video file(s), drag it/them down into the timeline.



In the top-right corner of your screen, you will see a preview of your video. Click the **Play** icon in order to test the quality of your film.

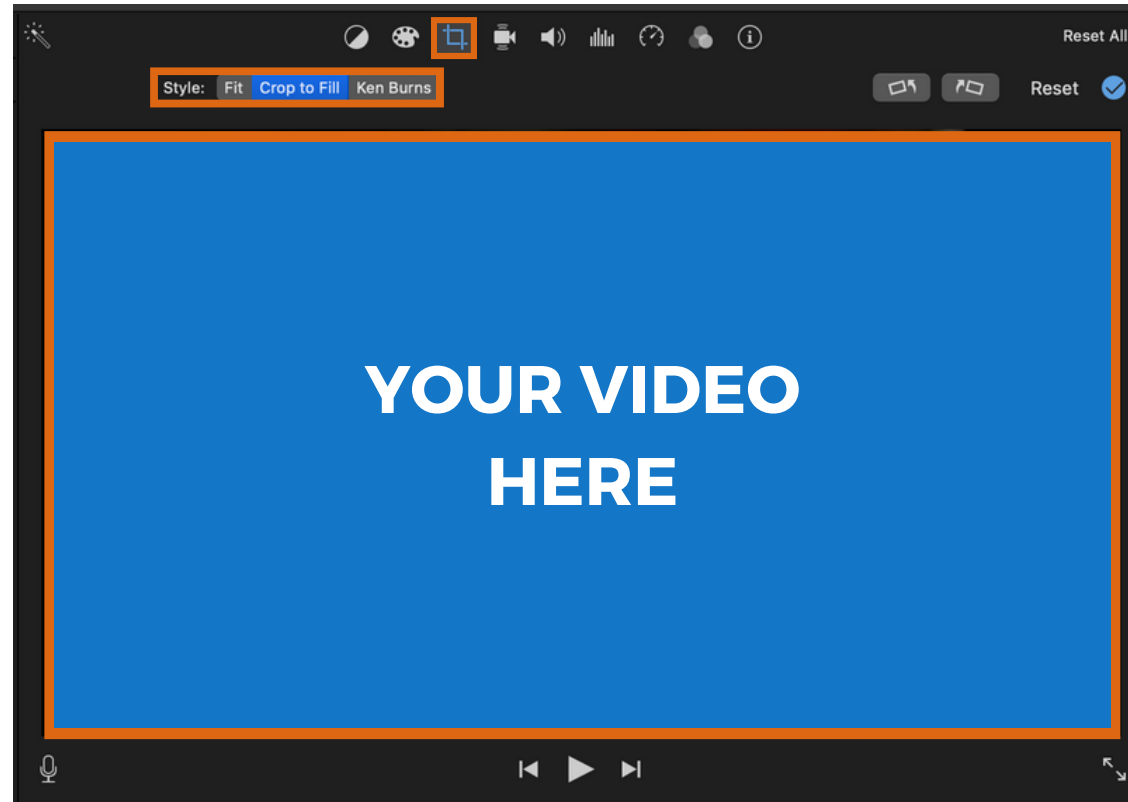


**Note:** When adjusting or editing your video, make sure the clip(s) you want to change are highlighted in the timeline.



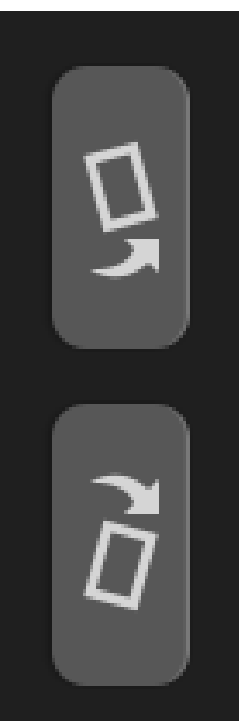
You can adjust the sound using the icons in the **Sound** toolbar, as seen above. Click **Auto** to have iMovie adjust the sound for you. If this does not fix the issue, try adjusting the sound using the bar to the right of the **Auto** option.

You can adjust how the video fits the screen using the icons in the **Crop** toolbar, as seen below.



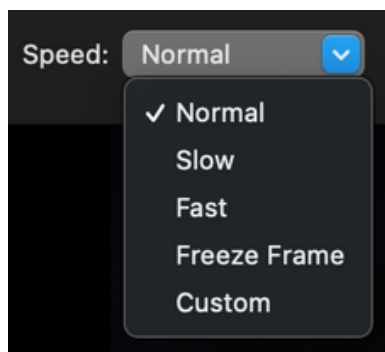
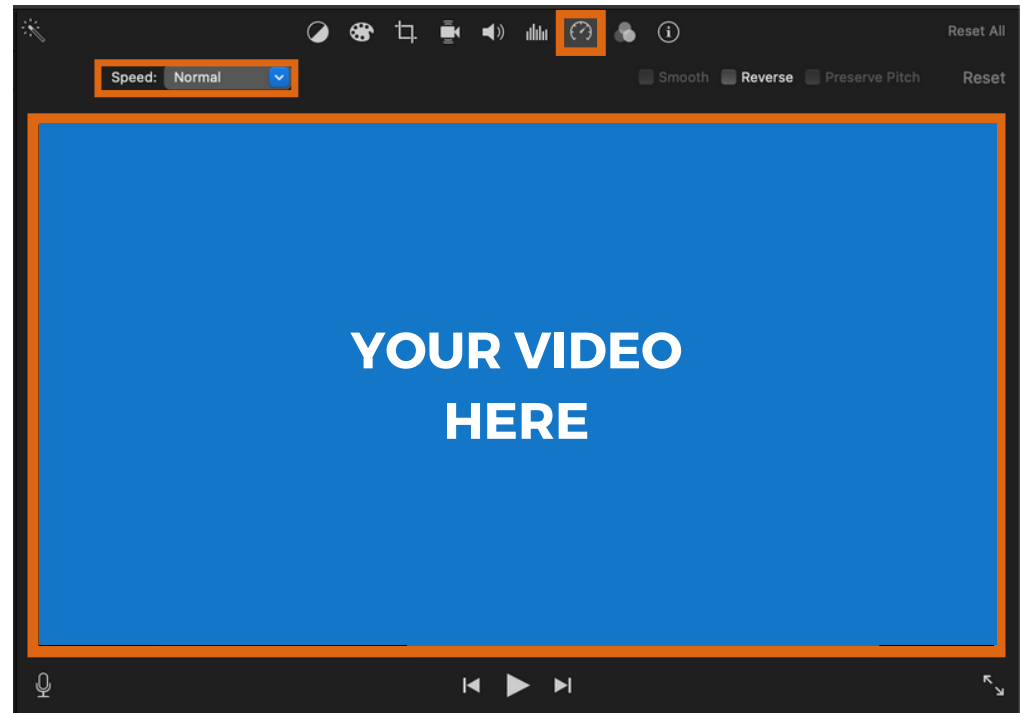
There are three options for how to fit your video to your screen: **Fit**, **Crop to Fit**, and **Ken Burns**. **Fit** will get the whole screen. **Crop to Fit** allows you to crop out messy edges. **Ken Burns** allows you to pick a start and stop point which will cause the video to zoom in or out from the starting point.

In the **Crop** toolbar, you can also rotate the picture using the **Rotate** icons shown below.



You can also adjust the speed of the video.

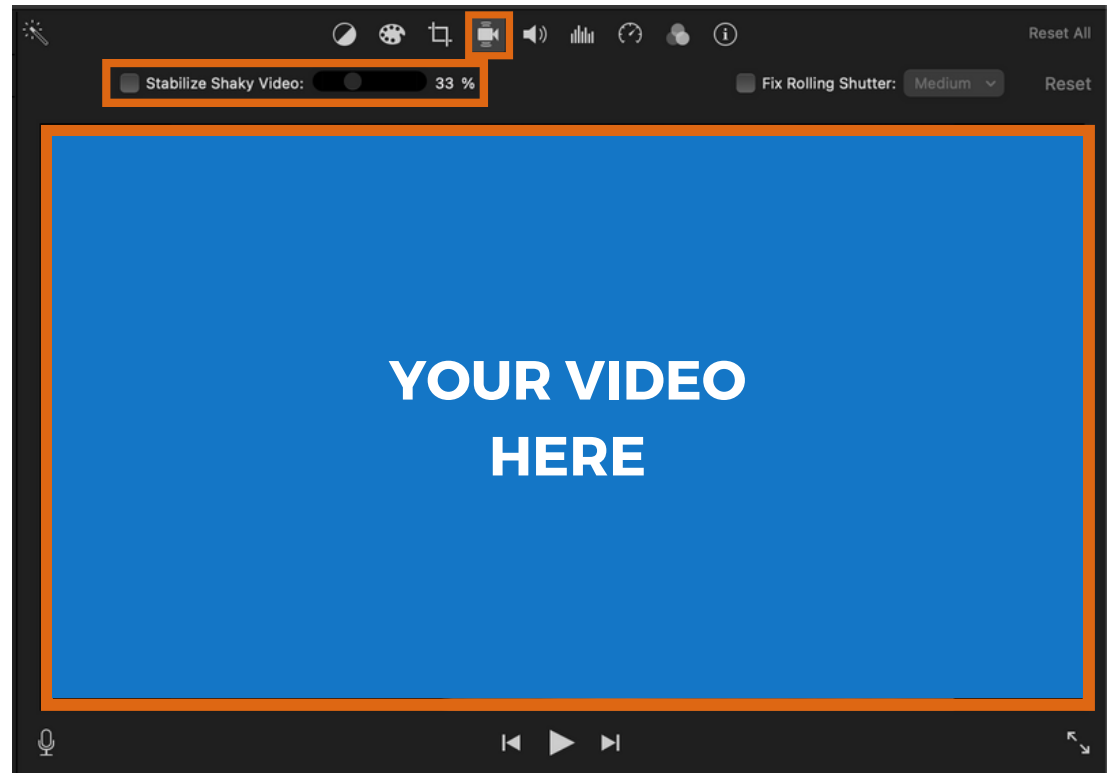
To adjust the speed of the video, select the clip or clips in the timeline that you want to adjust, and then select the **Speed** toolbar.



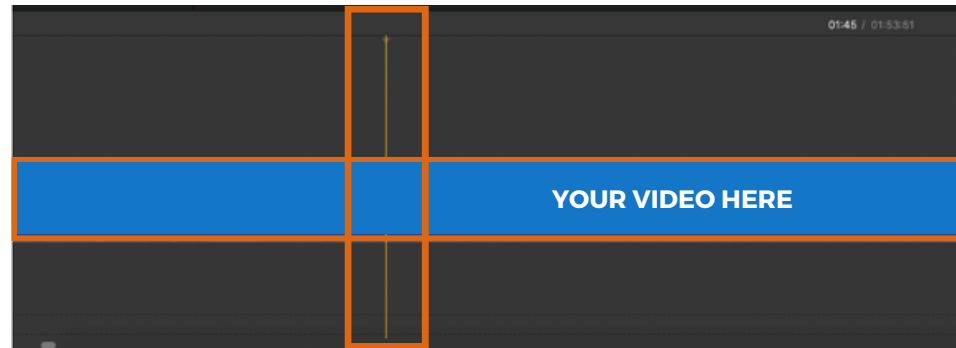
Then, select the speed that most closely fits what you need from the drop-down menu, or you can choose **Custom** to set your own speed.

If your video is shaky, you can use the **Stabilization** toolbar to fix it.

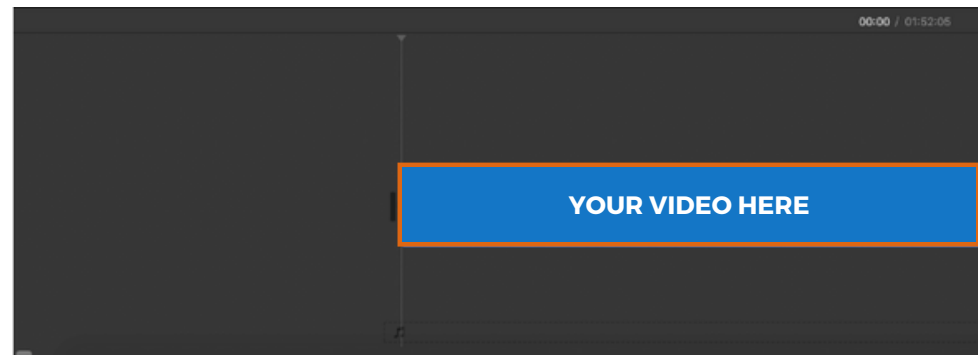
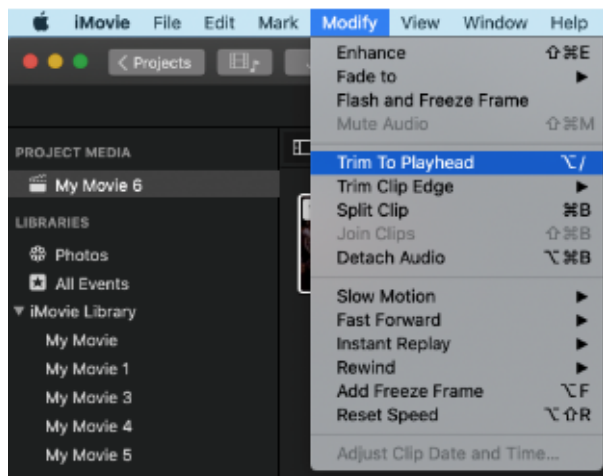
You can click the box to have iMovie adjust the video for you, or you can use the bar next to **Stabilize Shaky Video** to adjust it manually.



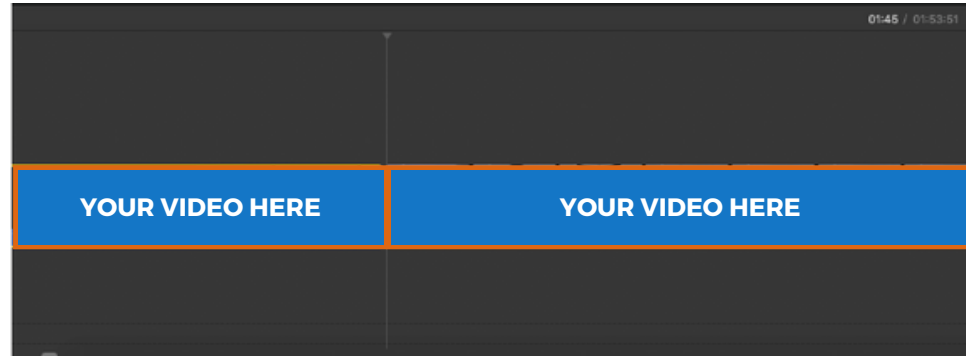
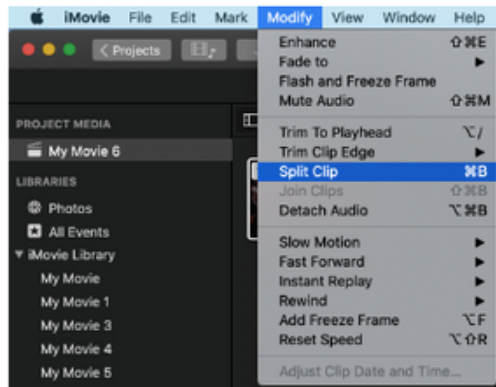
To trim your video, first move the playhead to the place where you want to trim.



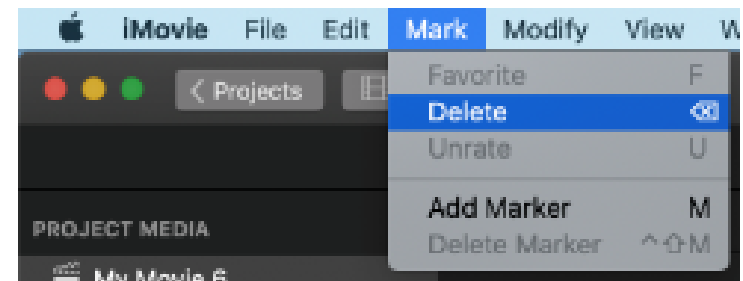
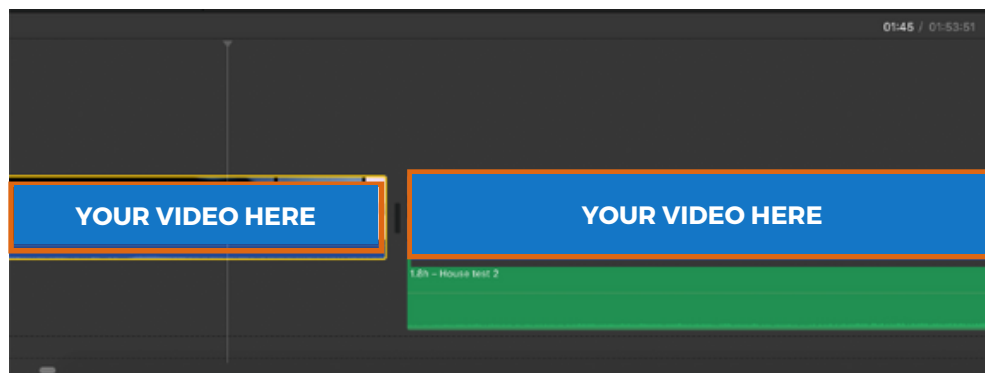
Then, select **Modify** and **Trim To Playhead**. This will trim away the portion of the film before the playhead as seen below.



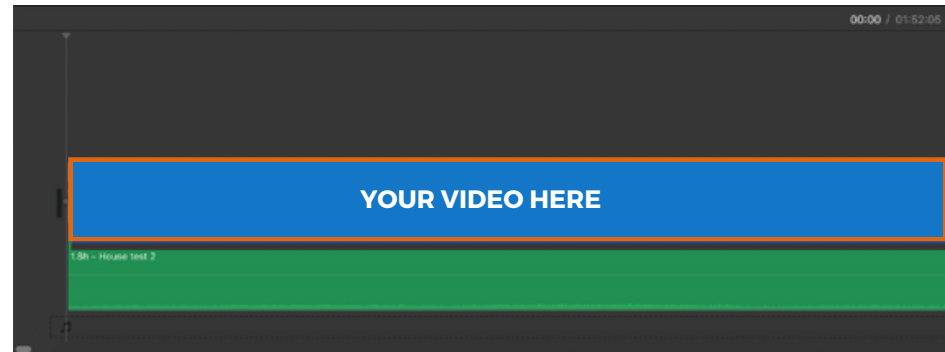
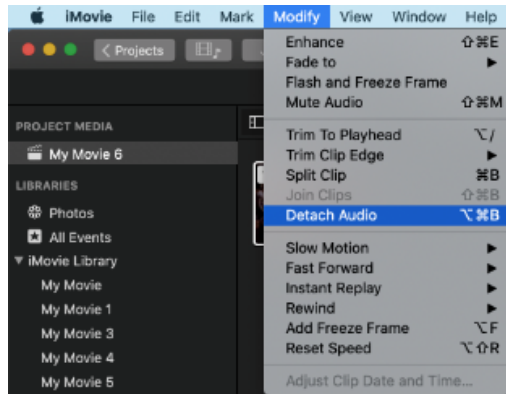
To separate the film into clips without deleting any portion, select **Split Clip** instead of **Trim to Playhead**.



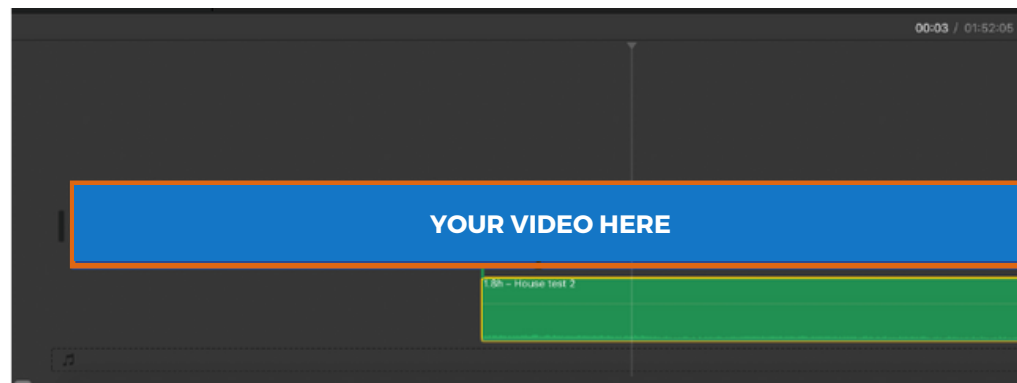
To delete a clip, select the clip and then select **Mark and Delete**.



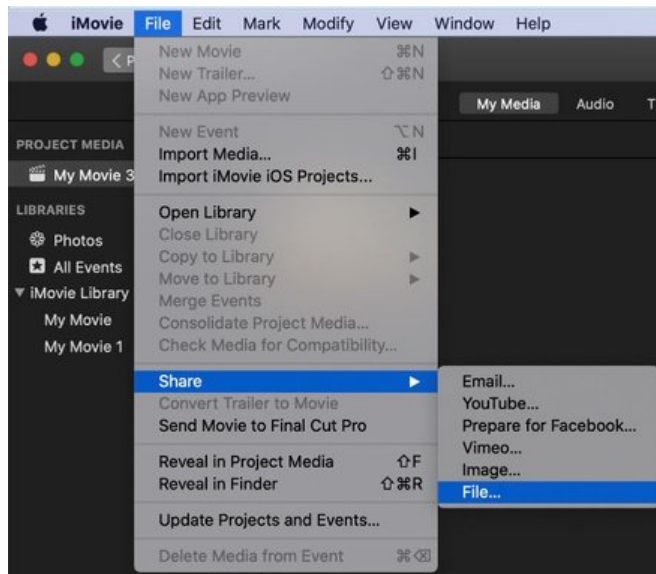
To detach the audio from the film, select **Modify** and then **Detach Audio**.



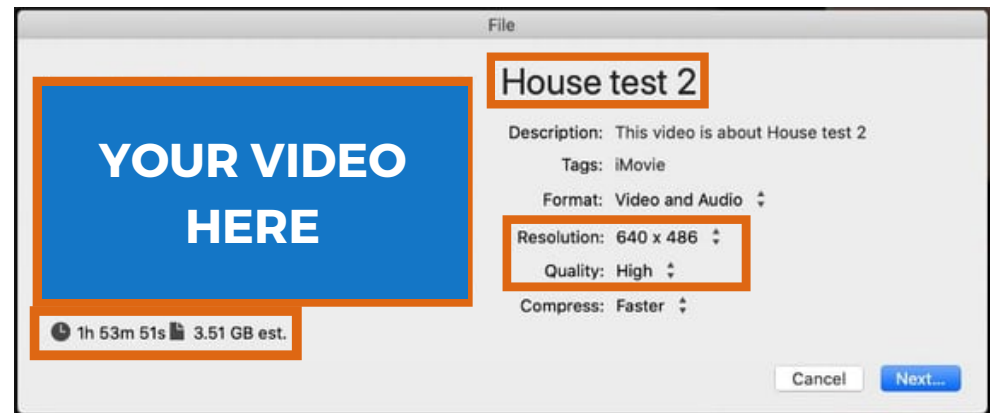
Once you have detached the audio from the film, you can move it without affecting the video clips. This can be useful if you find the audio isn't synced properly with the film.



When you are ready to save your film, select **File** and then **Share**. Then select **File...** from the menu.

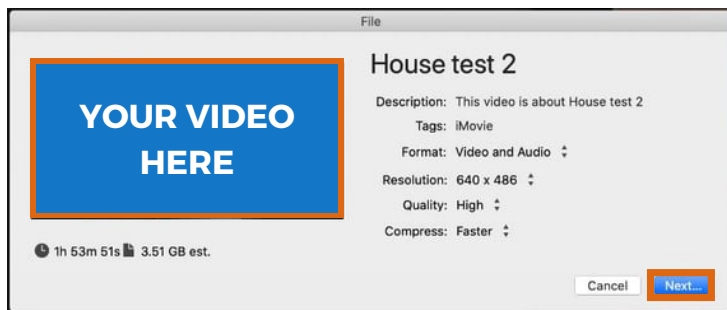


You will then see the following window.

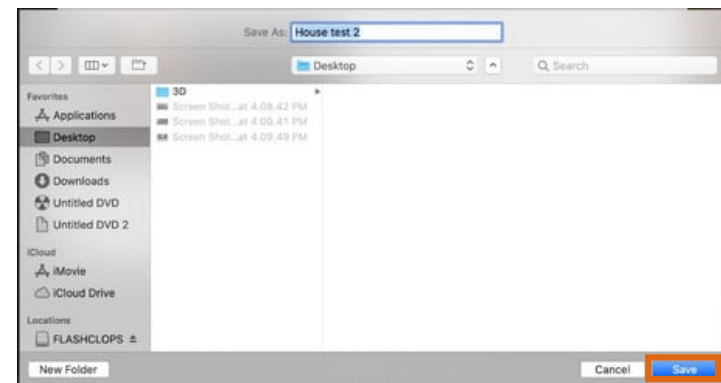


**Note:** Flashdrives and external harddrives typically come formatted in such a way as to only allow files that are under 4GB to be saved onto them.

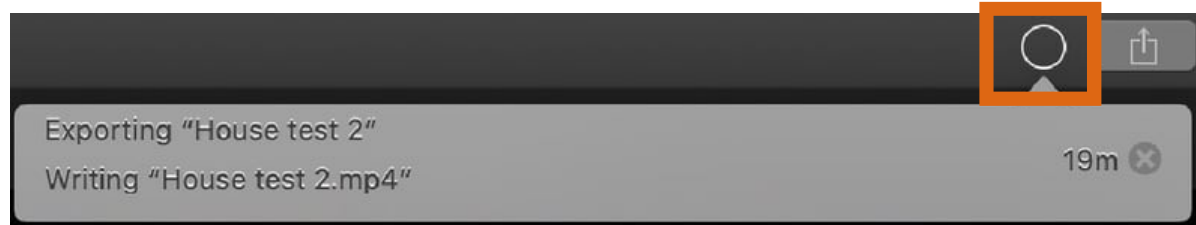
When you are ready  
to save your film,  
select **Next**.



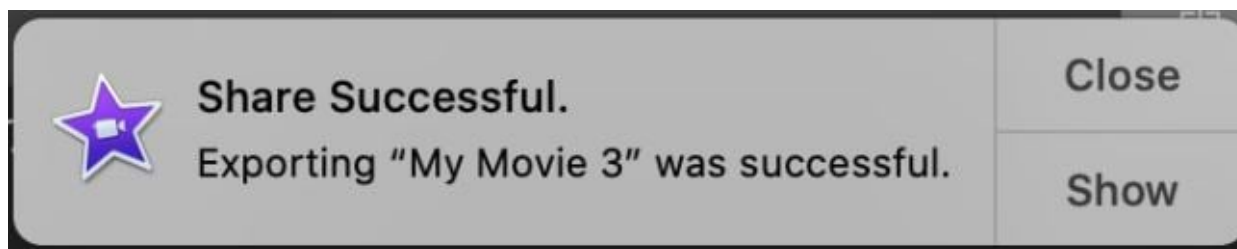
Then select your  
storage device (or  
desktop if burning to  
disc). Finally, select  
**Save**.



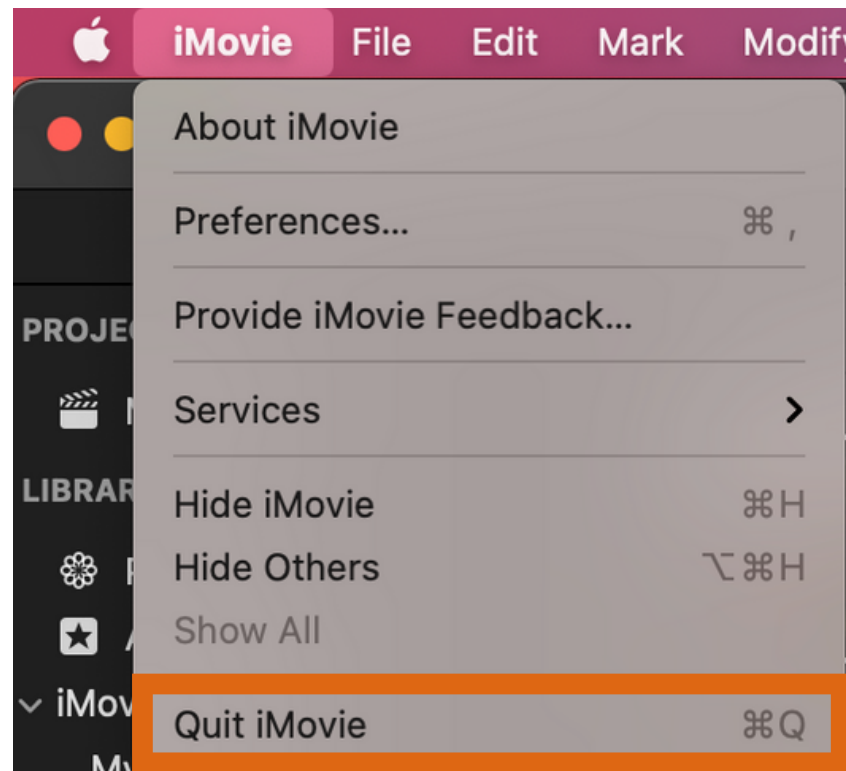
You can monitor the saving process up in the top-right corner by clicking on the circle.



You will see this notification window when the process is finished.



When you are finished,  
remember to close out of  
iMovie.





**In the next section, learn how to burn  
your film to a DVD in Wondershare  
DVD Creator!**

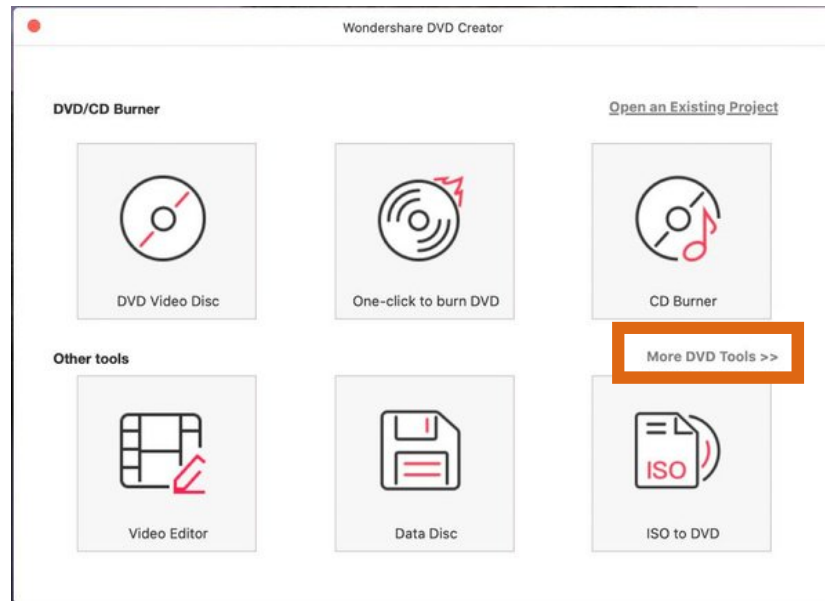
# DVD Burning with Wondershare



**Disclaimer:** This guide only offers a brief and basic overview of aspects of this software necessary for burning video files.

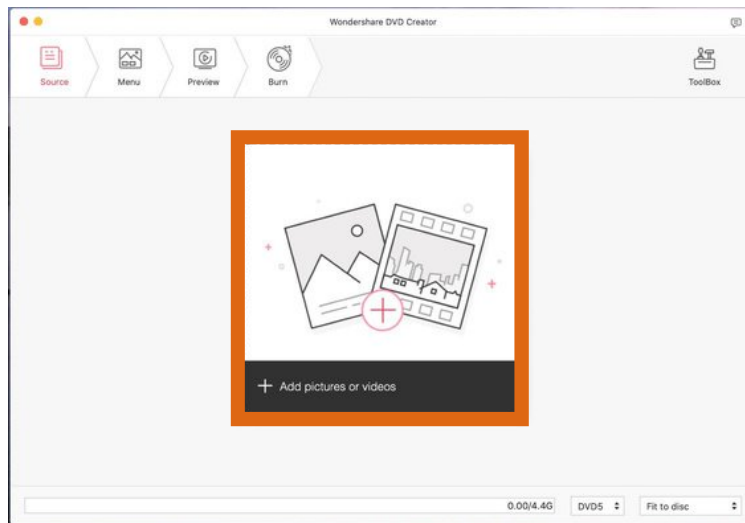
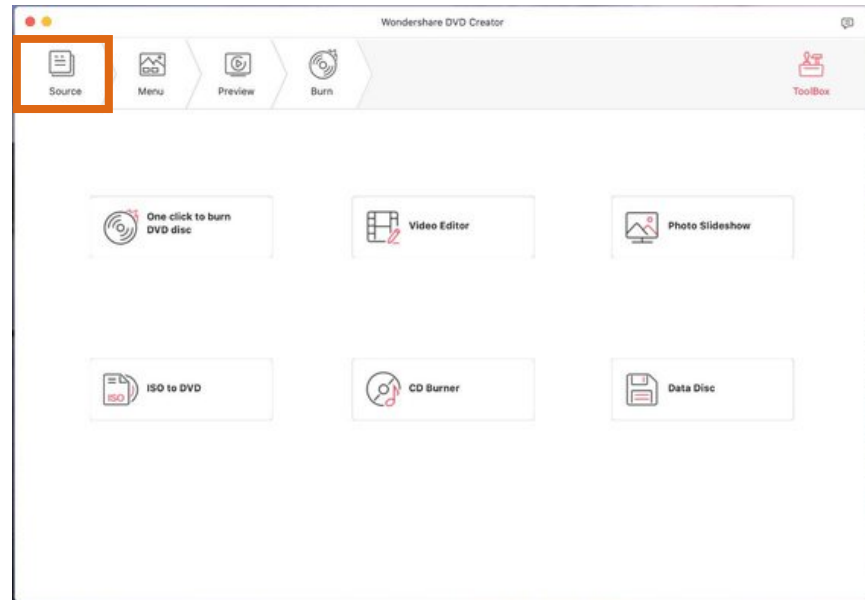


Start by opening  
**Wondershare DVD Creator.**



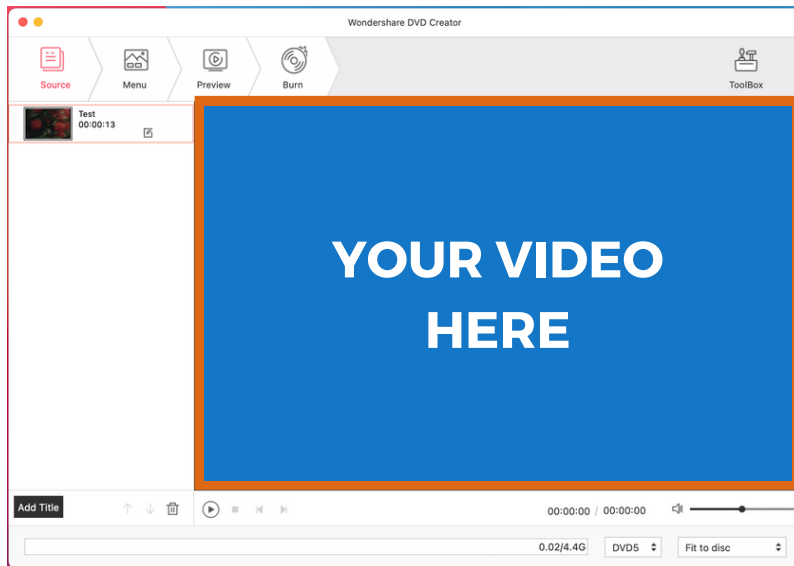
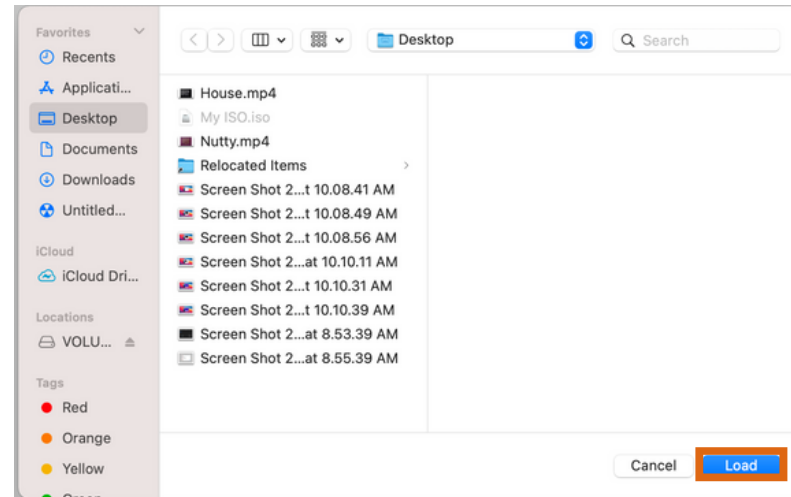
In the first window,  
select **More DVD Tools.**

Next, select **Source**  
from the top  
navigation bar.



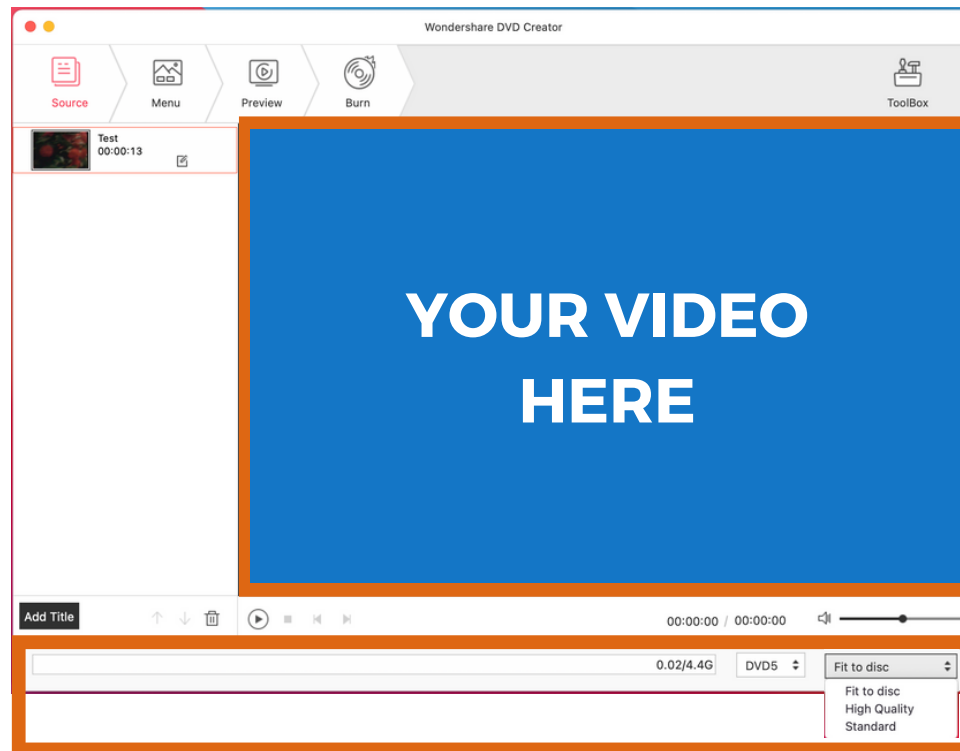
Click on the **Add  
Pictures or Videos**  
icon to upload your  
video file.

Then select your video  
from the menu and  
click **Load**.

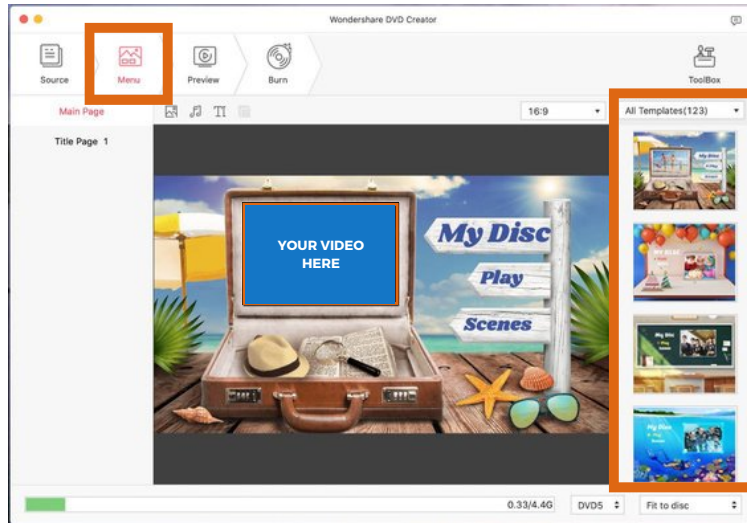


This is the screen you  
will see when your video  
file has loaded.

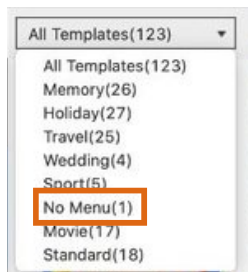
At the bottom of this screen, you will see a bar that tells you how big your file is. If it is larger than 4.4GB, then you may need to adjust how the file will fit on the disc.



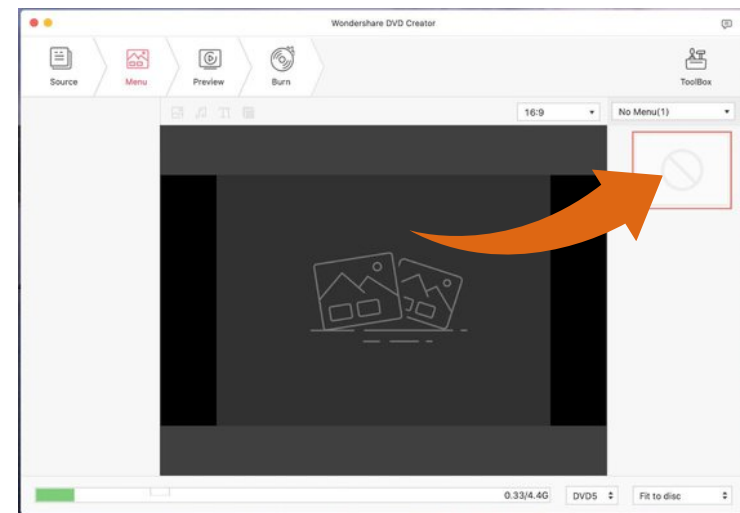
You have three options for how your file will fit onto the disc: **Fit to disc**, **High Quality**, or **Standard**. **Fit to disc** will shrink your file to fit the disc, but you will lose quality. **High Quality** will give you the best quality, but this will result in a large file. **Standard** is the medium option with good quality and a lower file size than **High Quality**.

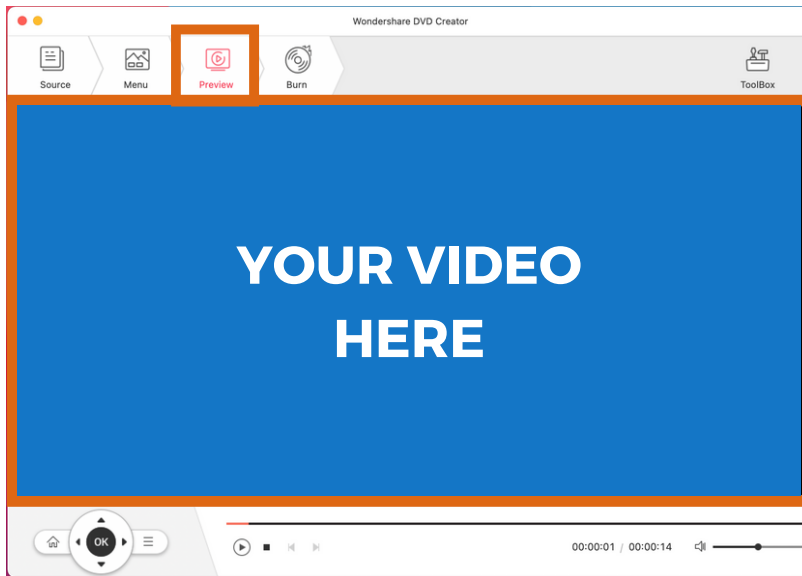


Next, select the **Menu** option on the toolbar. If you want to add a menu to your disc, find a template you like, and then double-click it to apply it to your video.



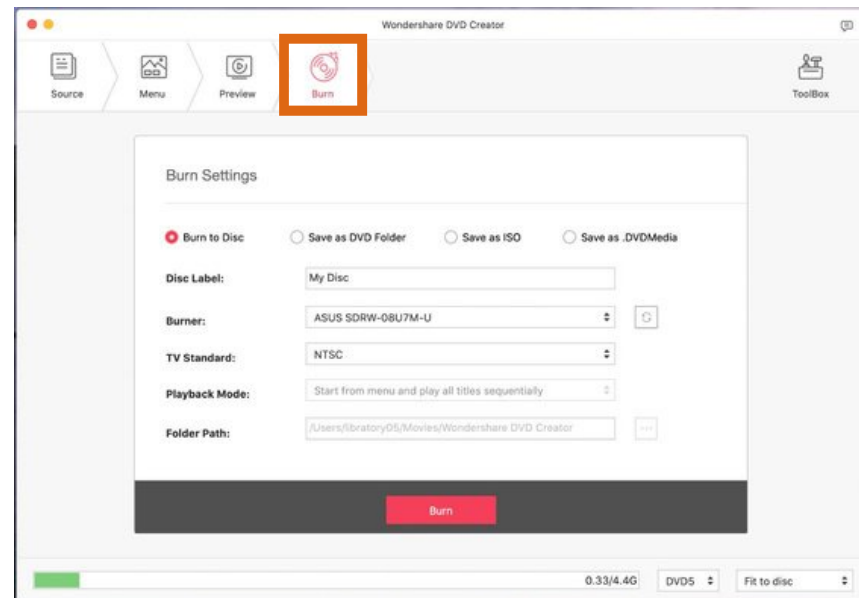
If you do not want a menu for your video, select **No Menu** from the drop-down menu. Then, double-click on the **No Menu** icon.

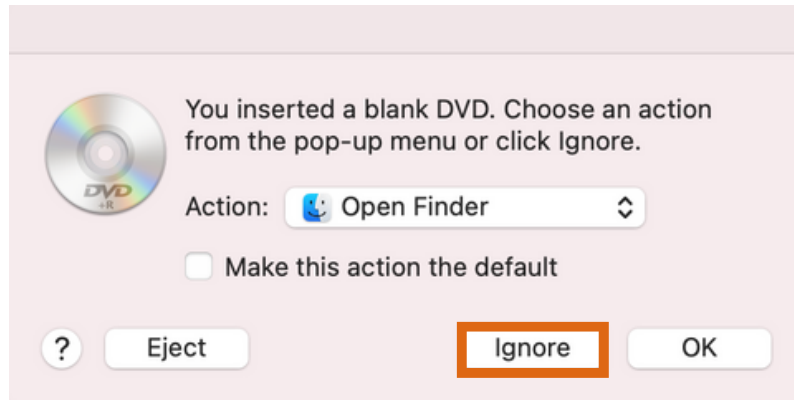




You can preview your film by selecting the **Preview** option from the toolbar.

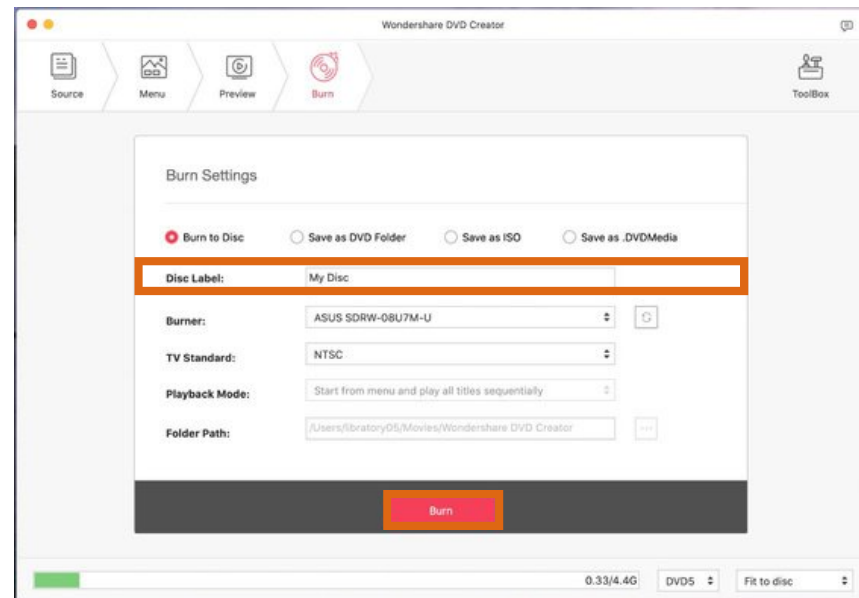
When you are ready, select **Burn** from the toolbar. You can insert your DVD into the burner at this time.



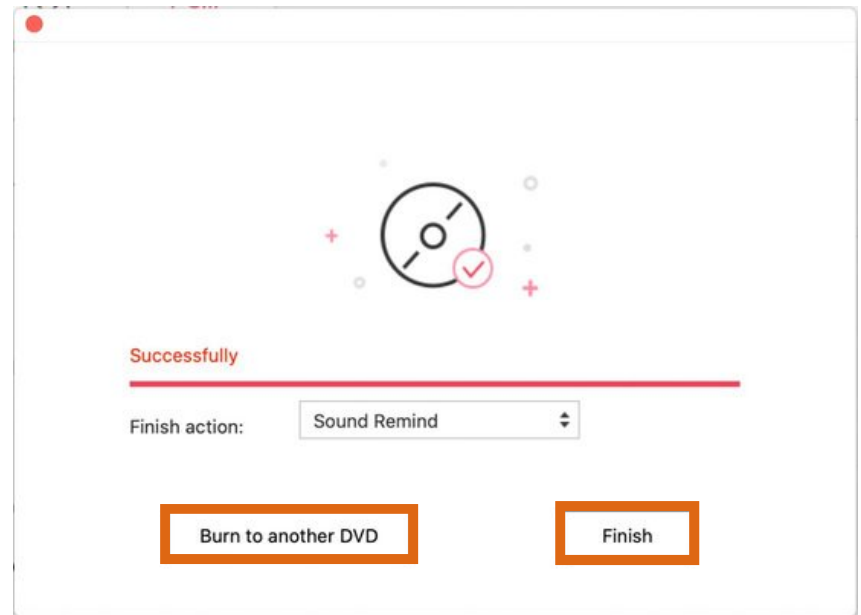
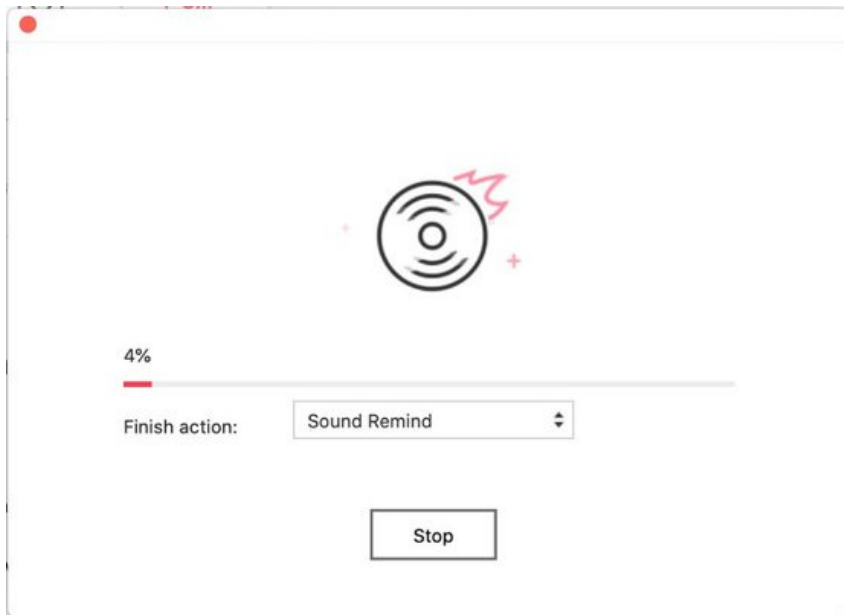


When you insert your DVD, this window will pop up after a few seconds. Just go ahead and click **Ignore** for now.

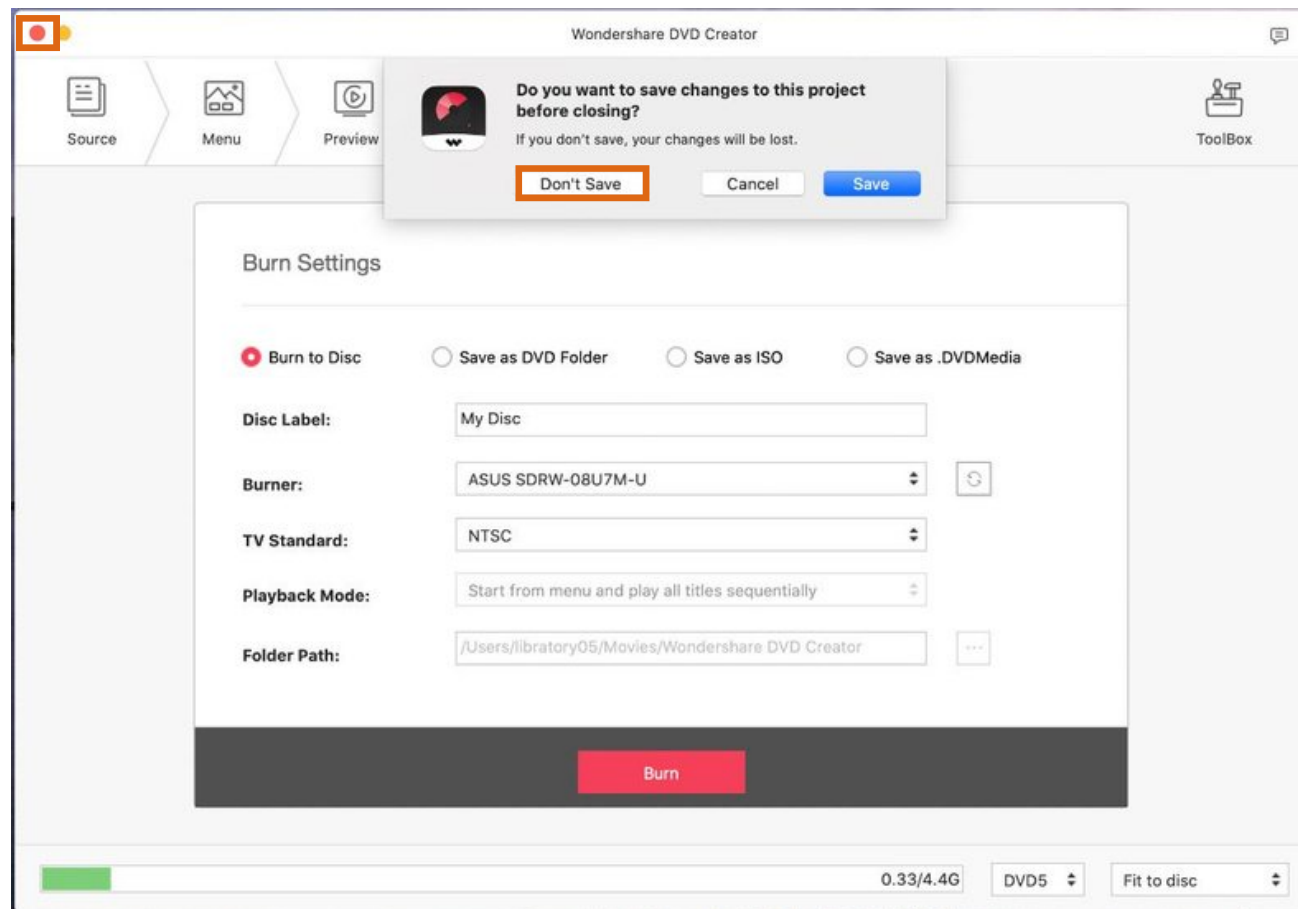
Make sure the settings look like those shown to the right. You can also give your disc a name at this time. When you are ready, click **Burn**.



These are the windows you will see as your video is being burned to the disc and when it is finished. If you are making an additional copy, insert a new DVD and select **Burn to another DVD**. If not, select **Finish**.



Once you are finished, exit the program by clicking on the red dot at the top right corner of the screen. When you see the prompt below, select **Don't Save**.





**Thank you for stopping  
by!**