digitization station

VIDEO FILE CONVERSION

AVI

MP4

MTS

MKV

FLV

MOV

RMVB

3GP

North Vancouver City Library

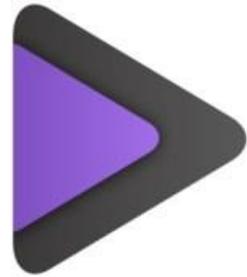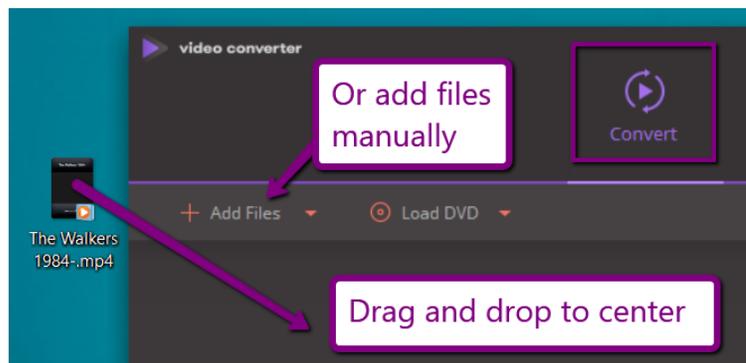# VIDEO FILE CONVERSION
With Wondershare

The Elgato video capture software on the Digitization Station is limited to producing files in .mp4 format. While this is the most widely compatible video file format, if you need another file type – for example an .avi or an .mpeg-2 – you can use the **Wondershare Video Converter Ultimate** software to convert your video file(s).
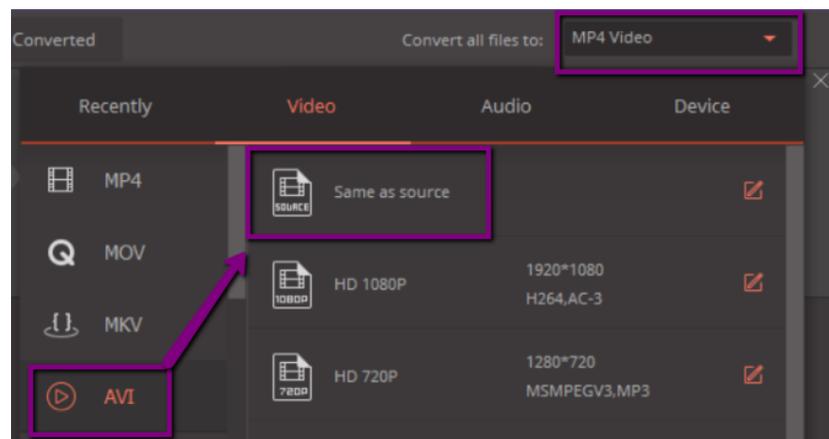
PART I: SET-UP

1. **Open Wondershare** - you can find it on the Desktop in the "Video" Section - and make sure you are in the **Convert** tab.

2. **Add the Files** you want to convert by **dragging and dropping** them into the center of the screen.

   You can convert multiple videos at once by dragging additional files into the center area.
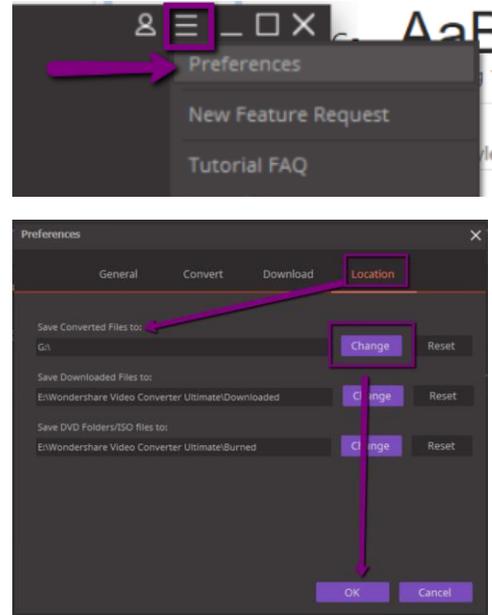
3. **Choose the File Format You Want to Convert To:**

   i. Click the drop-down menu next to **Convert All Files To...**

   ii. Click on the **Video** tab, choose the file type you want, then click **Same as Source.**

   If you're not sure what file type you want, you can click the **Device** tab, select the **brand** of your device (e.g. Samsung), and then click your device's **model** (e.g. Galaxy 6S), and Wondershare will automatically choose the best file format for your device.
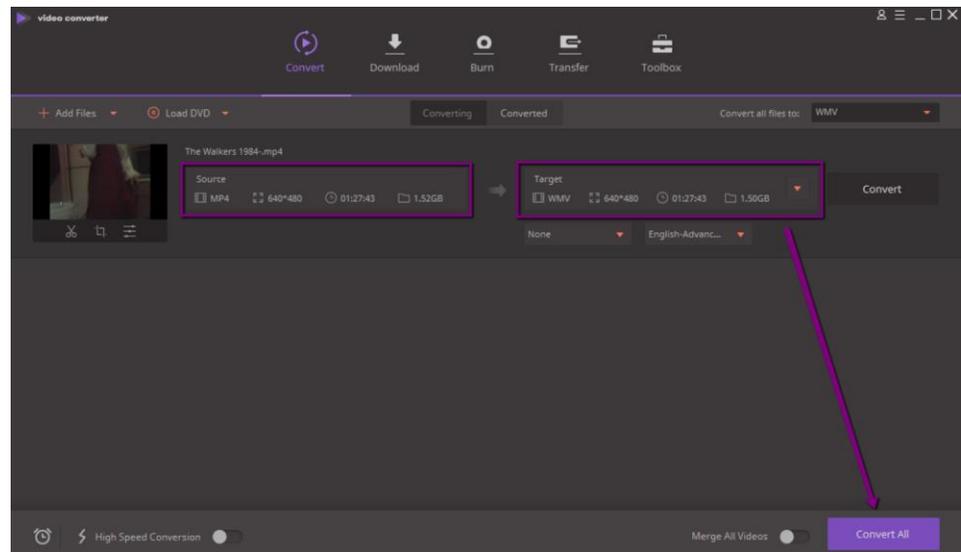
4. **Specify where you want to save your converted file to** *(optional)*. By default, Wondershare saves your converted file(s) to the desktop, but if you'd like to change this to your USB drive:

   iii. Click the **Menu** button at the top right and choose **Preferences.**

   iv. In the **Location** tab, click the **change** button next to the **"Save Converted Files to:"** option and select your USB drive.
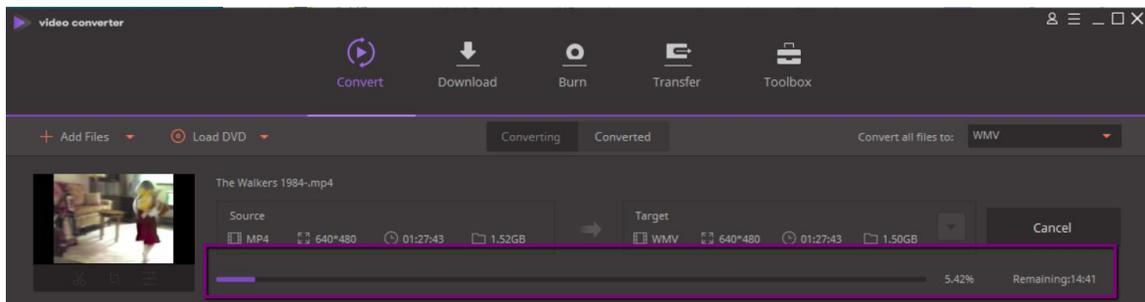
   v. Click **OK**.

PART II: CONVERSION

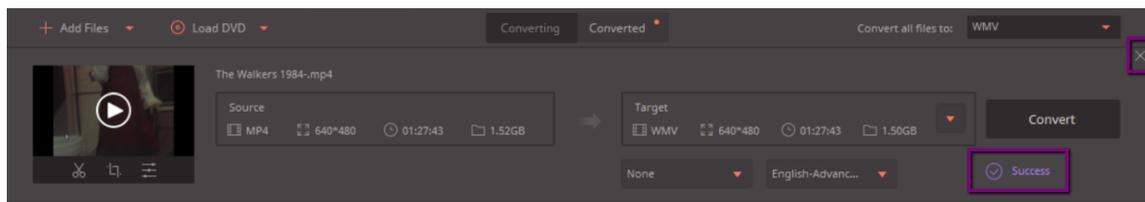1. Click the purple **Convert All** button at the bottom right.

2. As Wondershare converts your video, it will display its progress in the bar next to each video. You can also view its progress by **percentage complete** or by **time remaining**, just to the right of the progress bar.

Wondershare will take upwards of 15-20 minutes for a 1 ½ hour film, so budget your time accordingly!

3. When conversion is complete, you'll see a **purple "Success"** icon.

   If you want to convert more files, click the **X** button at the top right of all the completed files to remove them so that you can add new ones. When you're finished, close Wondershare.
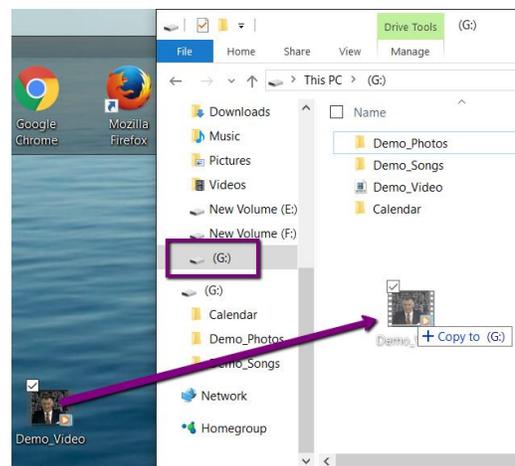

PART III: TRANSFER YOUR FILES TO PERSONAL STORAGE

The Digitization Station will not store your files once you've logged off, so you'll need to **make sure you've saved them your own storage device** (let us know if you need to buy one!) or uploaded them to your cloud storage.

To transfer your files to your personal storage device, start by **plugging in your removable disk**. Click the **File Explorer** to view your device if it doesn't pop up automatically.

Next, find your file(s) on the desktop. Click your file, and hold the left button of the mouse, and then **drag and drop the album onto your Removable Disk –** it should say "Copy to (G:)." Windows will begin copying the files to your disk.

When the transfer is finished, eject your drive by clicking the arrow in the windows Taskbar; when the menu opens, right-click on the **Safely Remove Hardware…** icon and choose **Eject Mass Storage**.