TechConnect

digitization station

VIDEO TAPES
VHS, VHS-C, MINIDV & 8MM CAMCORDERS

VIDEO TAPE DIGITIZATION
VHS, VHS-C, MiniDV & 8mm Camcorder Tapes with Elgato

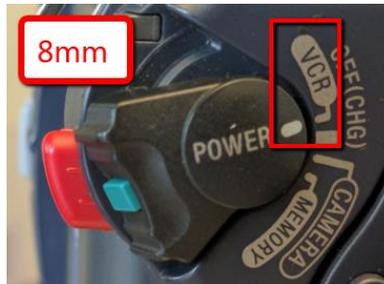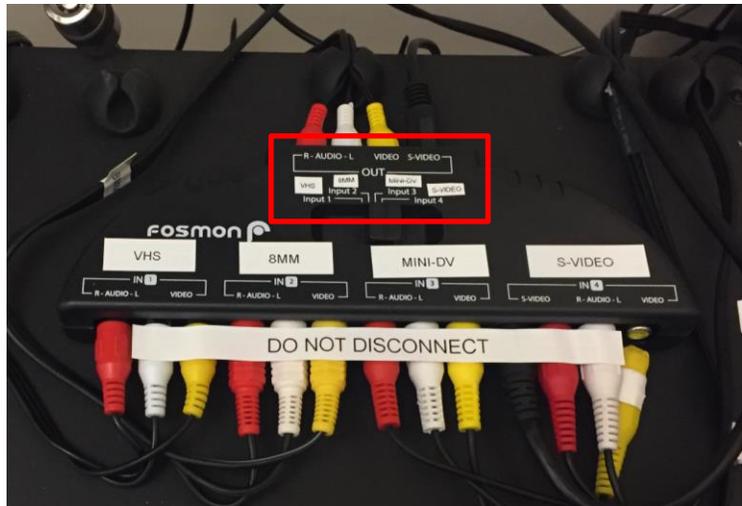## PART I: SETTING UP YOUR MEDIA

VHS & VHS-C

1. Turn ON the VCR - the power button is at the bottom left of the machine

2. Insert your tape into the VCR. If you're using VHS-C, insert your tape into the VHS adapter first. If the adapter isn't working, it may need a new battery (ask desk staff).

3. On the RCA Switcher, **turn the OUT switch to the VCR input** (#1).

8mm & Mini-DV Camcorder Tapes

1. Remove the **A/V** and **Power cables** for the camcorder format (8mm or Mini-DV) from the wall

2. Plug the A/V and Power cables into the camcorder's corresponding output jacks

4. On the RCA Switcher, **turn the OUT switch to the 8mm** (#2) or **Mini-DV** (#3) **input**.

5. Turn the camcorder **On** by switching the **Power** dial to **VCR** (8mm) / **VTR** (Mini-DV) mode.
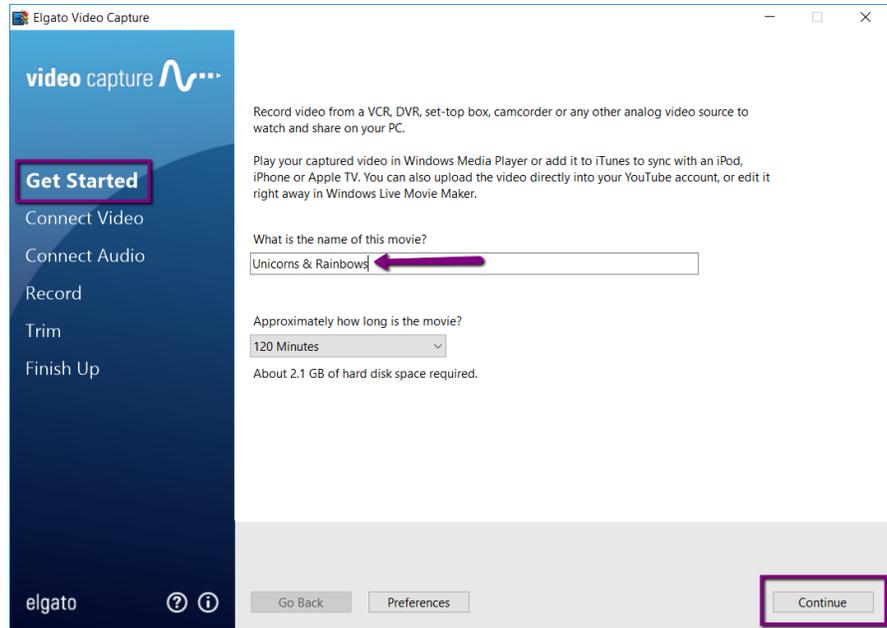
PART II: SETTING UP THE SOFTWARE

Open the **Elgato Video Capture** software in the "Video" section of the Digitization Station PC desktop. The steps for video capture are listed on the left side of the screen in the vertical blue navigation bar, which Elgato will walk you through. There are three main steps to complete before you actually begin recording: giving your video a name, testing the video, and testing the audio.
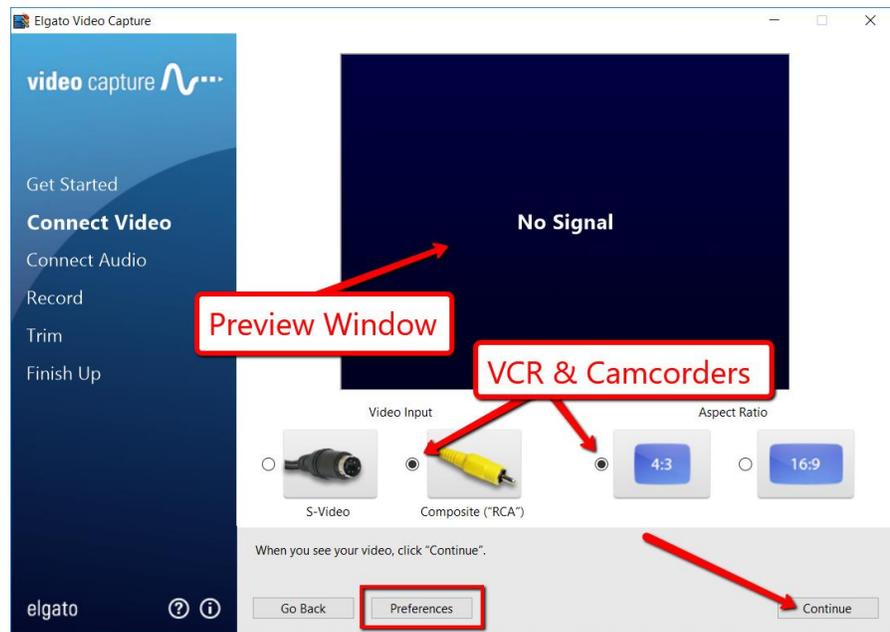
1. In the first **Getting Started** menu, give your video a **name** and then click **Continue.**

2. In the **Connect Video** menu, select whether you are using the **S-Video** or **Composite** connection.

   If you are using the **VCR** , **VHS-C, 8mm, or Mini-DV Camcorder,** you will be on **Composite** Video Input, and **4:3** Aspect Ratio.
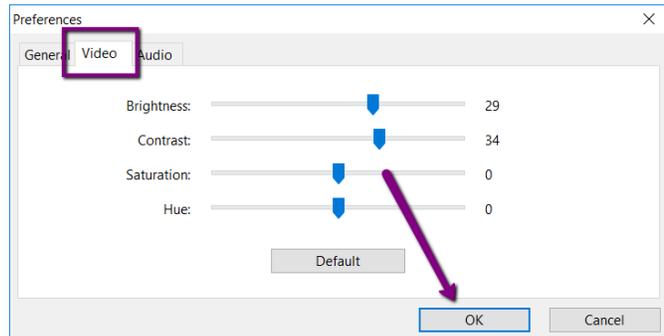
3. Press **Play on the VCR or Camcorder**. You will begin seeing your footage in the **Preview window.**

4. If you want to adjust the **picture settings** – for example, Brightness, Contrast, Saturation, or Hue – click **Preferences**

   In the **Video tab**, adjust the settings by dragging the dials right or left.
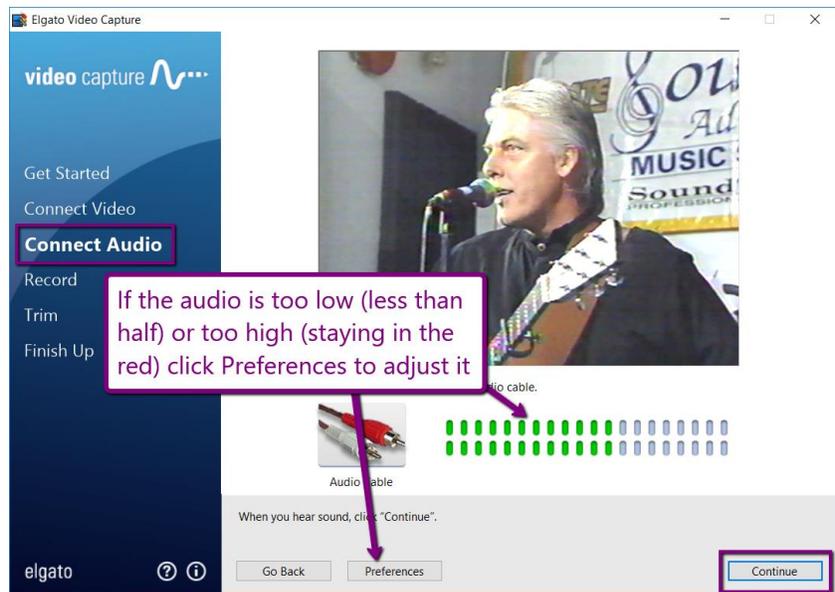
   You will see the results of your adjustments in the **preview window**. Click **OK** when done.

5. When you are finished with the video preview, click **Continue** at the bottom right.

6. In the **Connect Audio** menu, check the levels in the display below the preview window. **Do not judge the volume based on what you hear through the headphones** – they only reflect the volume level on the computer!
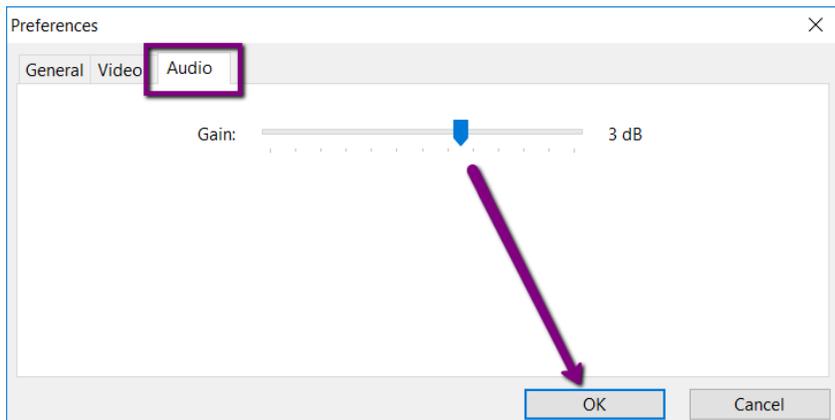
   If the sound is too low or too high, click **Preferences**

   In the **Audio tab,** adjust the **Gain** by dragging the dial right or left.
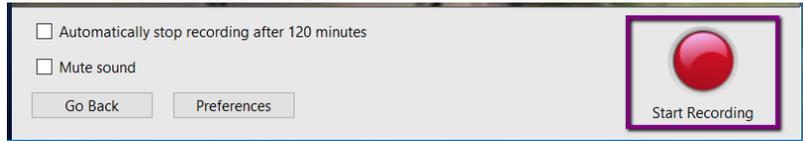
   Press **OK** when you are finished.

   Back on the **Connect Audio** menu, click **Continue** when you are ready.

PART III: RECORDING

1. On the <u>VCR or Camcorder</u>, **rewind your tape** back to the place you want to start recording from.

2. In the <u>Elgato software</u>, press **Start Recording** to begin capturing your tape:

3. On the <u>VCR or Camcorder</u>, press **Play.** The software will track how long you have been recording for.
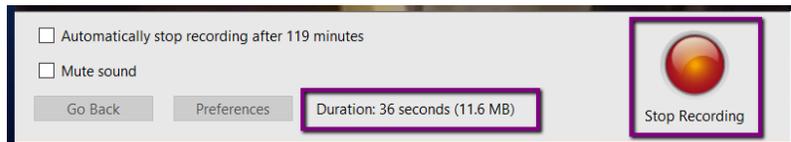

☐ Automatically stop recording after 120 minutes
☐ Mute sound
Go Back   Preferences   Start Recording

WHILE RECORDING…

We recommend that you **do not do anything else on the computer while the video capture is in process**, as this can freeze the software. Opening and working with other software – including an internet browser or the files on your USB stick – can contribute to freezing, so we recommend either watching your video, or bringing something else to do while the video capture runs.

You may also hear periods of clicking noises, but this is usually just the software and is unlikely to be present on the final captured file unless there's an issue with the original tape.

4. When you are finished capturing, press **Stop Recording**

☐ Automatically stop recording after 119 minutes
☐ Mute sound
Go Back   Preferences   Duration: 36 seconds (11.6 MB)   Stop Recording

PART IV: TRIMMING YOUR VIDEO (OPTIONAL)

If you want to trim any parts off the beginning or end of your video, use the buttons below the time elapse bar to manually set the beginning and/or end of your video – the preview window above will help you determine the exact spot you want to start or stop the video.

Trim
Finish Up

00:13

Slide the markers right/left to trim parts off of the beginning/end of your video
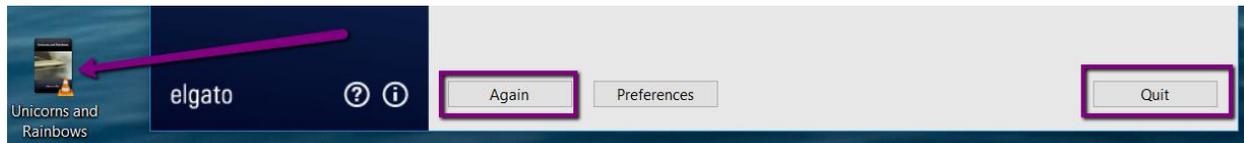
Continue

elgato

Press **Continue** when you're done, and if you've moved the markers Elgato will trim off anything before and after the markers

PART V: FINISHING UP

After you press **Continue** on the Trim screen, Elgato will process your final video – the green bar will display its progress.

When it's finished, your video will appear on the desktop. If you want to capture more videos, click **Again** and repeat the entire process. If you're done, click **Quit.**

The Elgato Video Capture software produces **.mp4 format videos**, which are the most widely compatible file type and are also small enough to easily transfer to USB memory sticks. If you need a different format, see the **Video File Conversion with Wondershare** tutorial to convert your video file.

PART VI: TRANSFERRING FILES TO PERSONAL STORAGE

As the Digitization Station won't retain any files on it once you've finished, make sure you transfer your files to your personal storage device, like a USB drive!

To transfer, **plug in your USB device**. A window should open and show you the files on it.

If the window doesn't pop up, open the **File Explorer** to view the files on your device – it is usually the **G Drive (G:\)**, and will likely say "Removable Disk" or "USB drive". Click your USB once to open and view its contents.

Then, locate the images you scanned on the Digitization Station Computer, and **drag and drop** them from the desktop of the computer into your Removable Drive.

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**."

Then remove your storage device and enjoy!