

Converting VHS to DVD/Digital File

Note: When working with the *VHS to DVD* software, opening other programs on the computer may cause the video conversion to freeze and stop. We recommend that you not use anything else on the PC while you are digitizing a VHS tape

Equipment required:

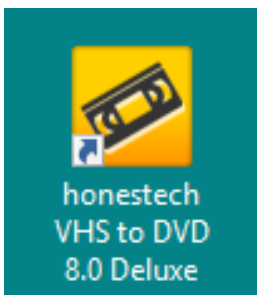
- Your own storage device (e.g. USB drive, external hard drive or a blank DVD-R/RW if you wish to burn to a disc)
- VCR
- Computer
- Headphones (***Must bring your own set**)

How long does it take?

- **Video conversion occurs in real time**, i.e. if your video is an hour long, the recording will take an hour.
- After the initial conversion, if you want to burn your video onto a DVD, it will take approximately 5 minutes for a 15-minute video.
- Transferring the file to another storage device will also require additional time.
- You may need to factor in time you have to spend reviewing the VHS tape (e.g. watching the tape to see where you want to start recording or selecting the portions you want to digitize)

Conversion Time + Review Time + Transfer Time = Total Time
(i.e.: 30 mins) (i.e.: 10 mins) (i.e.: 10 mins) 50 mins

Start by clicking the videotape program icon

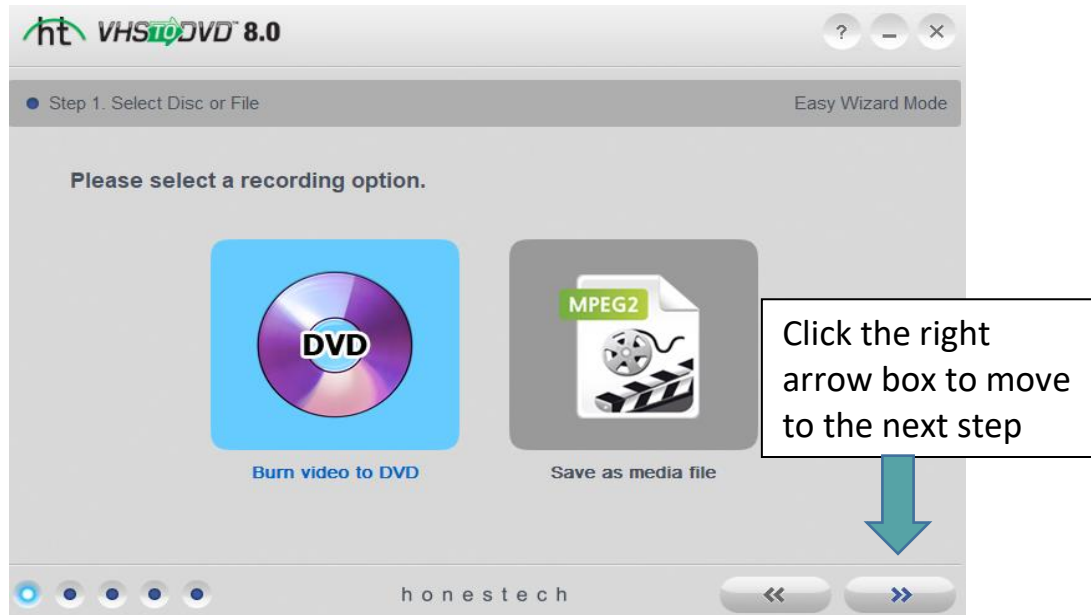


Choose Easy Wizard Mode (Recommended for beginners)

1. Insert your VHS tape into the VCR.
Rewind your tape if necessary.

2. Choose format

- Convert your VHS into a DVD
- Save it as a file on the computer (MPEG2 format)

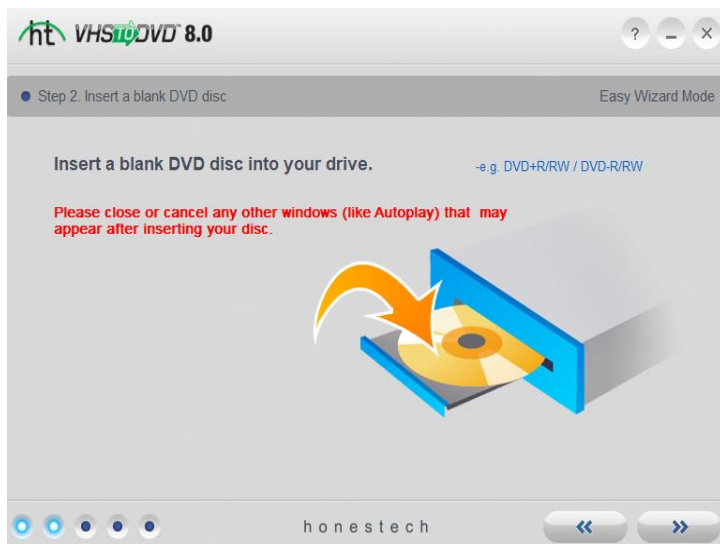


2a. If you choose the DVD option: the next screen will ask you to insert a blank DVD into your computer.

Note: Make sure you insert the DVD into the computer and not the DVD player

Click the right arrow when you put in the DVD

If your DVD is not blank, it will ask if you want to erase the current contents



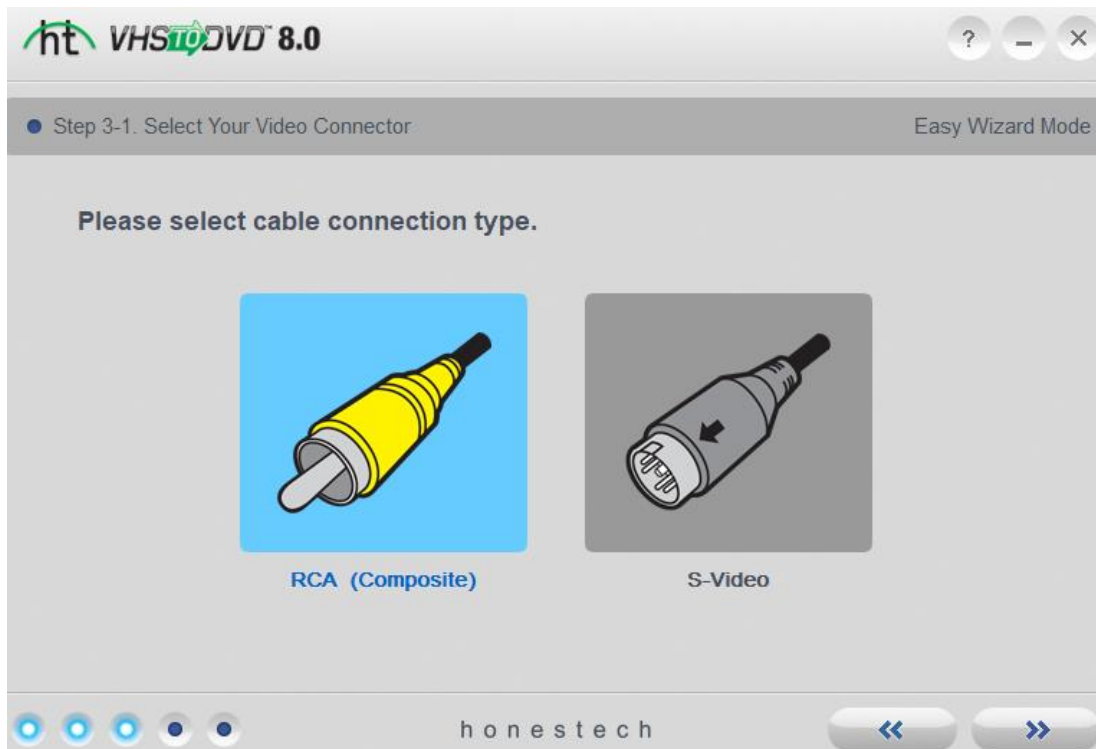
3. Select VCR.

Click the right arrow for next step.



4. Select RCA (Composite).

Click the right arrow for next step



5. Click right arrow to skip the next screen.

(We have already connected everything for you ahead of time.)

Click the right arrow for next step.

The screenshot shows the 'ht VHS to DVD 8.0' software window in 'Easy Wizard Mode'. The current step is 'Step 3-2. Connect Your Devices'. The main instruction is 'Connect your devices as shown below.' Below this, a diagram illustrates the connections: a VHS player is connected to a central converter box via yellow, white, and red RCA cables. The converter box is also connected to a laptop via a USB 2.0 cable. A red arrow points to the VHS player. Below the diagram, the text reads 'Use RCA audio/video cables and USB cable.' The software interface includes a progress bar at the bottom with five circles, the 'honestech' logo, and navigation arrows.

ht VHS to DVD 8.0

Step 3-2. Connect Your Devices Easy Wizard Mode

Connect your devices as shown below.

VIDEO OUT L AUDIO OUT R

Use RCA audio/video cables and USB cable.

USB 2.0

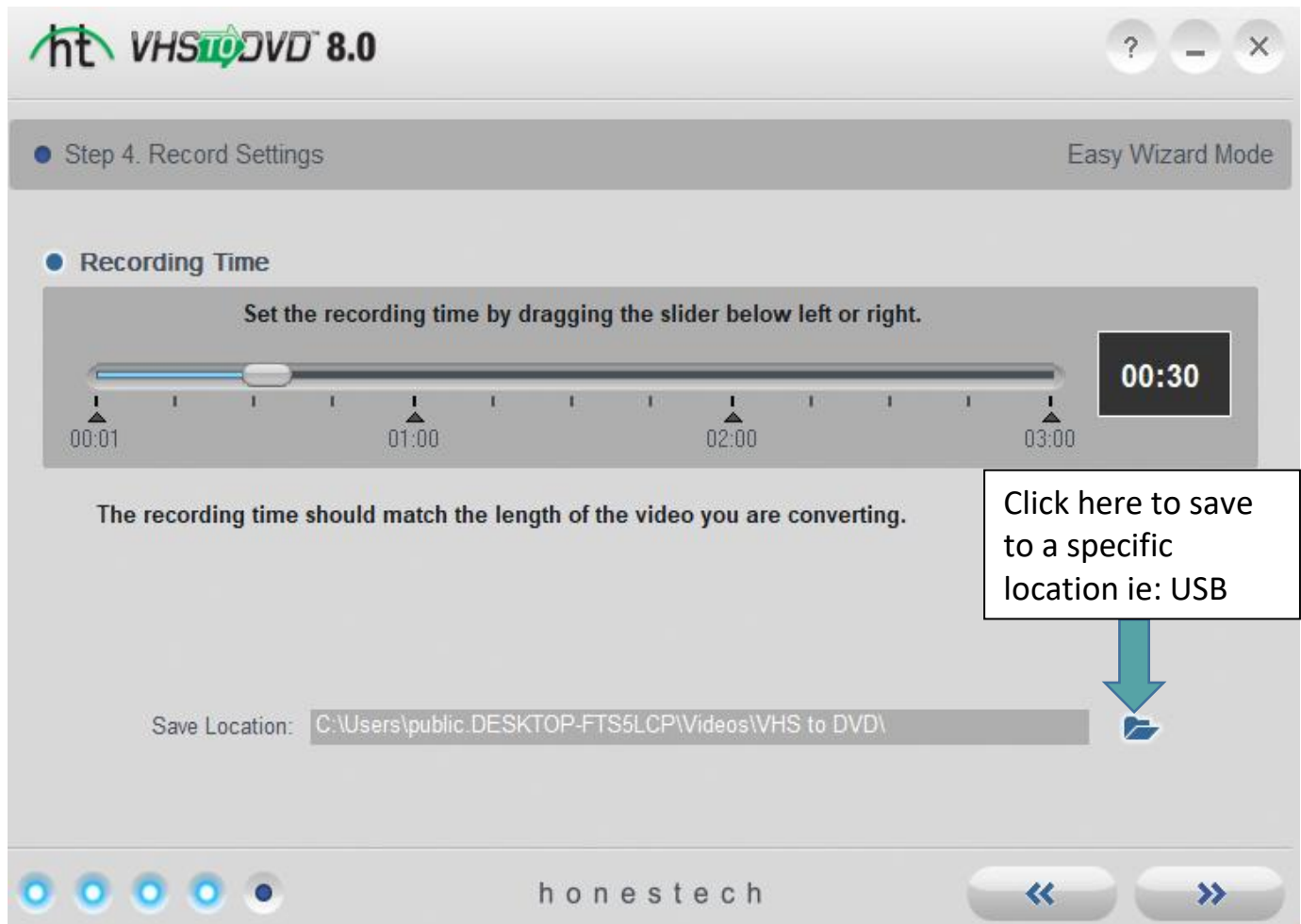
honestech

6. Adjust the Recording Time slider to match the length of your video.

Recording will stop automatically after the length of time selected has elapsed. If you do not know the length of the tape you can set it to the maximum time and manually stop the recording when it is done

Select the Save location: If you selected the save as media file option in step 2 you will have the option to choose where you want to save your file. You should select your external drive, USB to reduce your transfer time later

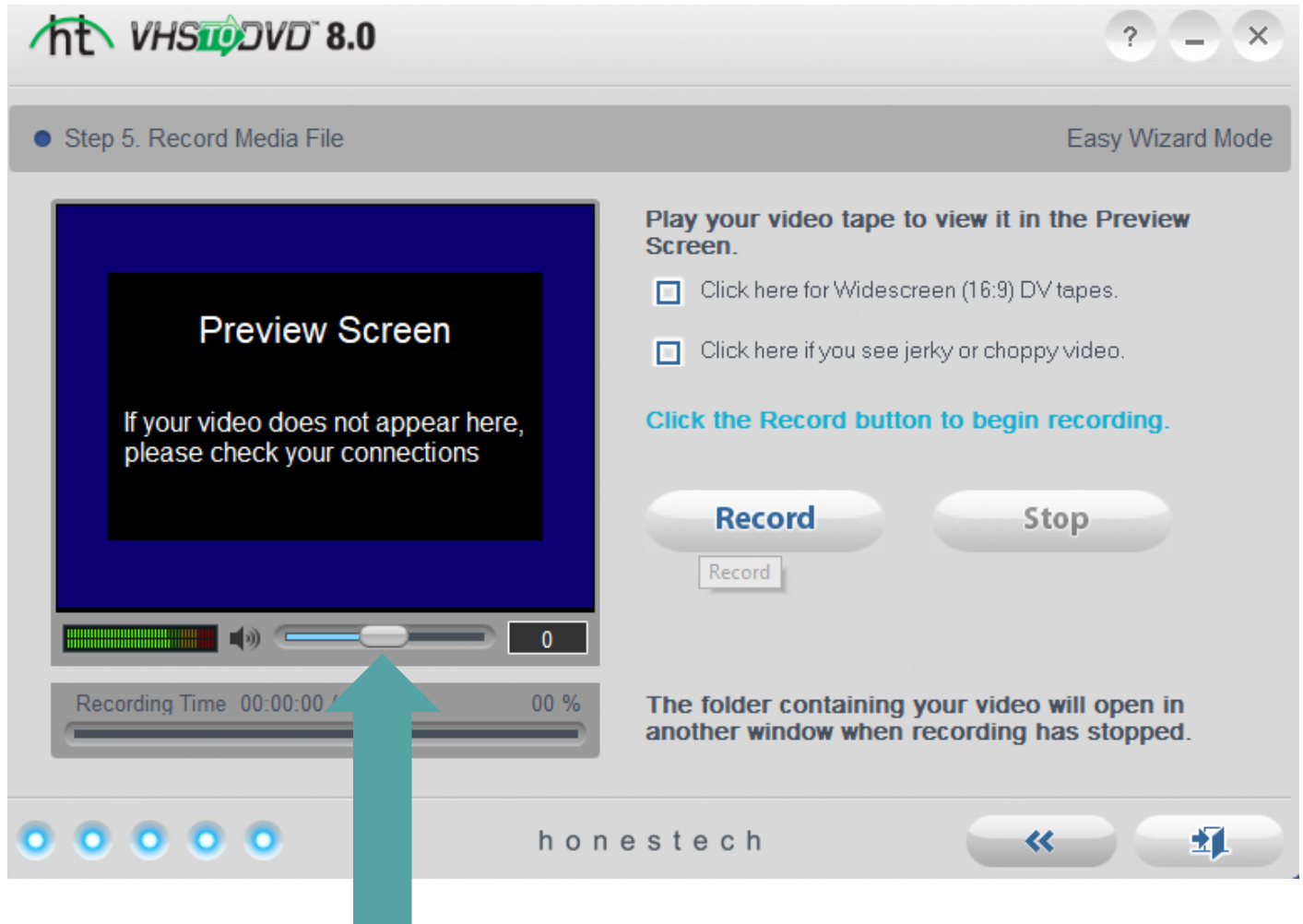
Click the right arrow for next step



7. Press Play on the VCR.

8. You should see your video playing in the Preview Screen.

- Adjust the **Recording Volume** slider underneath the video preview if necessary. (To get the best result, adjust so that the volume spikes in the yellow zone, not in the red)



Adjust the volume using the slider

9. When you are satisfied with the volume, press stop on the VCR.

- Rewind to the beginning of the tape, or where you want to start recording.

10. Click Record on the computer. Then, immediately press Play on the VCR.

11. To stop recording:

- Recording will stop **automatically** after the time you have previously chosen has elapsed.
- You can also stop the recording manually by clicking the **Stop** button.

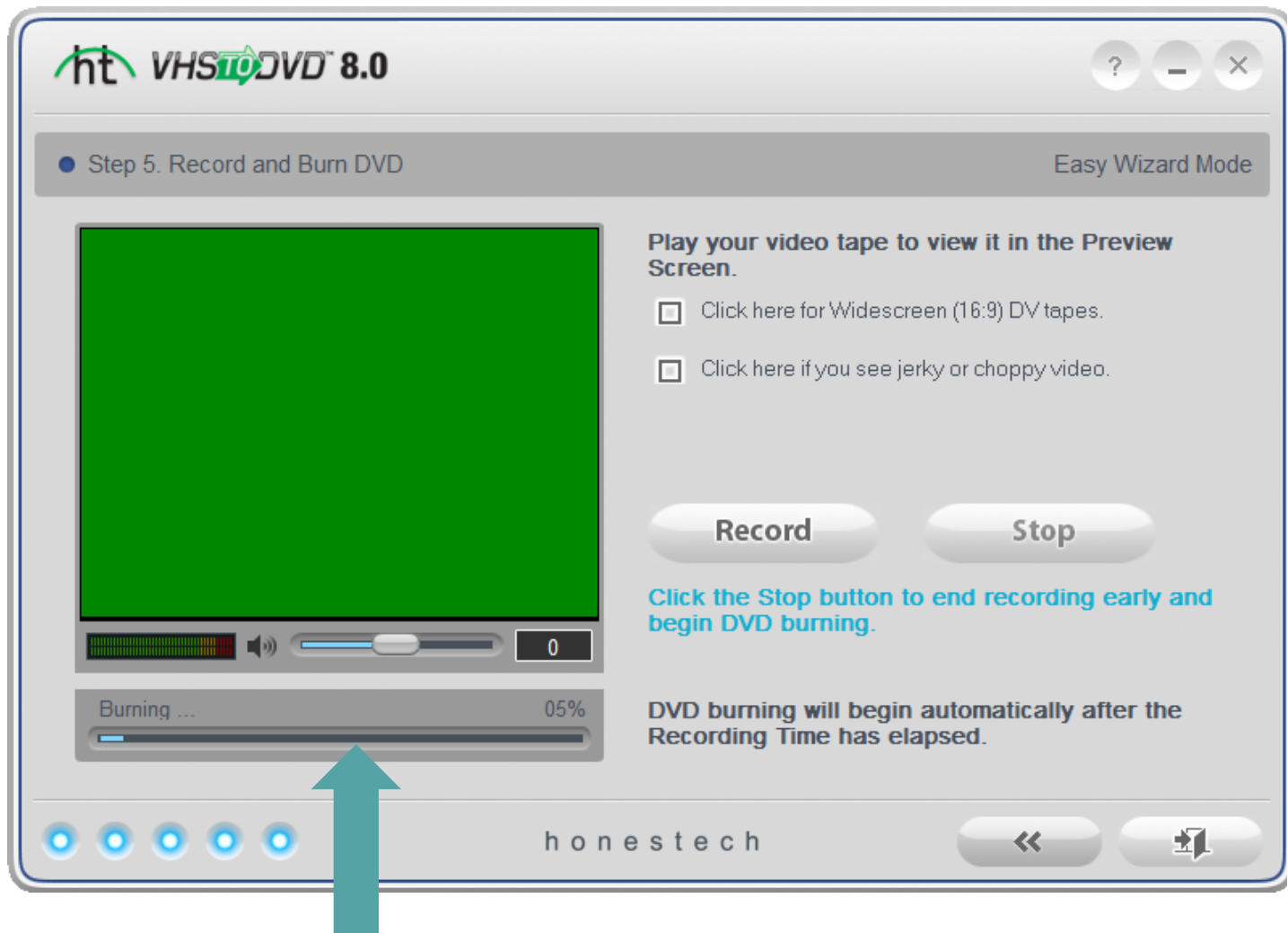
12. Once the recording stops:

a. If you have chosen to save the video as a digital/computer file:

- A window will pop up showing you where your video file is. If you did not select your external device before follow the steps below:
- Move the file to your USB/storage device.
 - It will take approximately 5 minutes to move a 15-minute video file from the computer to your USB.
 - To get the best speed, do not do anything else on the computer while you complete the transfer

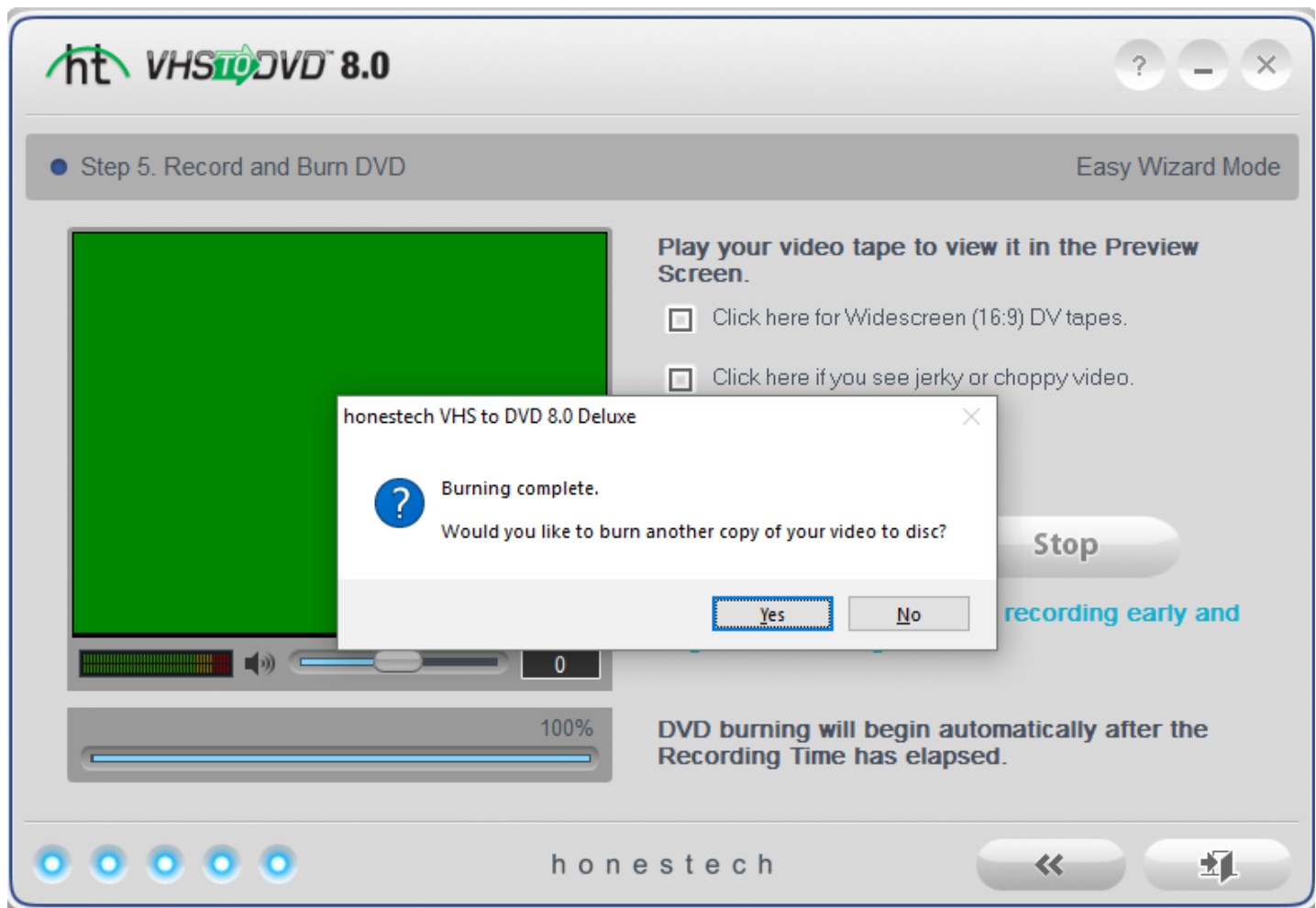
b. If you have chosen to burn the video onto a DVD:

- Burning will begin automatically.



See the progress of the burning process

- When the burning process is finished, the DVD disc will be ejected automatically from the computer.
- Click **Yes** to burn another copy, and **No** if you only want to burn one disc.



At the end of your session:

- Close all the windows on the computer.
- Check to make sure you did not leave your VHS in the player
- Safely remove your USB or other storage medium
- Power off the VHS player
- Check out at the Info Desk

WHAT TO DO WITH MULTIPLE CLIPS

If burning to DVD

Recording over 2 hours to a single layer DVD (over 4 hours to a dual layer DVD) will result in lower quality video.

(Also extra settings you can adjust

Temp Folder – this is used by the Wizard to temporarily store your video as it records it. Once recording is complete, the video will be written to your blank disc and the contents of the Folder deleted. You can change the Temp Folder location by clicking the folder icon and 23. VHS to DVD 8.0 Deluxe selecting a new folder.

*Changing your Temp Folder is not recommended unless the Required Hard Drive Space exceeds the Available Hard Drive Space.

Disc Name – use this option to create a name for your disc. The name will be visible when played on a computer or from the display interface on supported DVD players.

Burn Speed – use this option to specify the speed at which your disc drive will burn your disc.

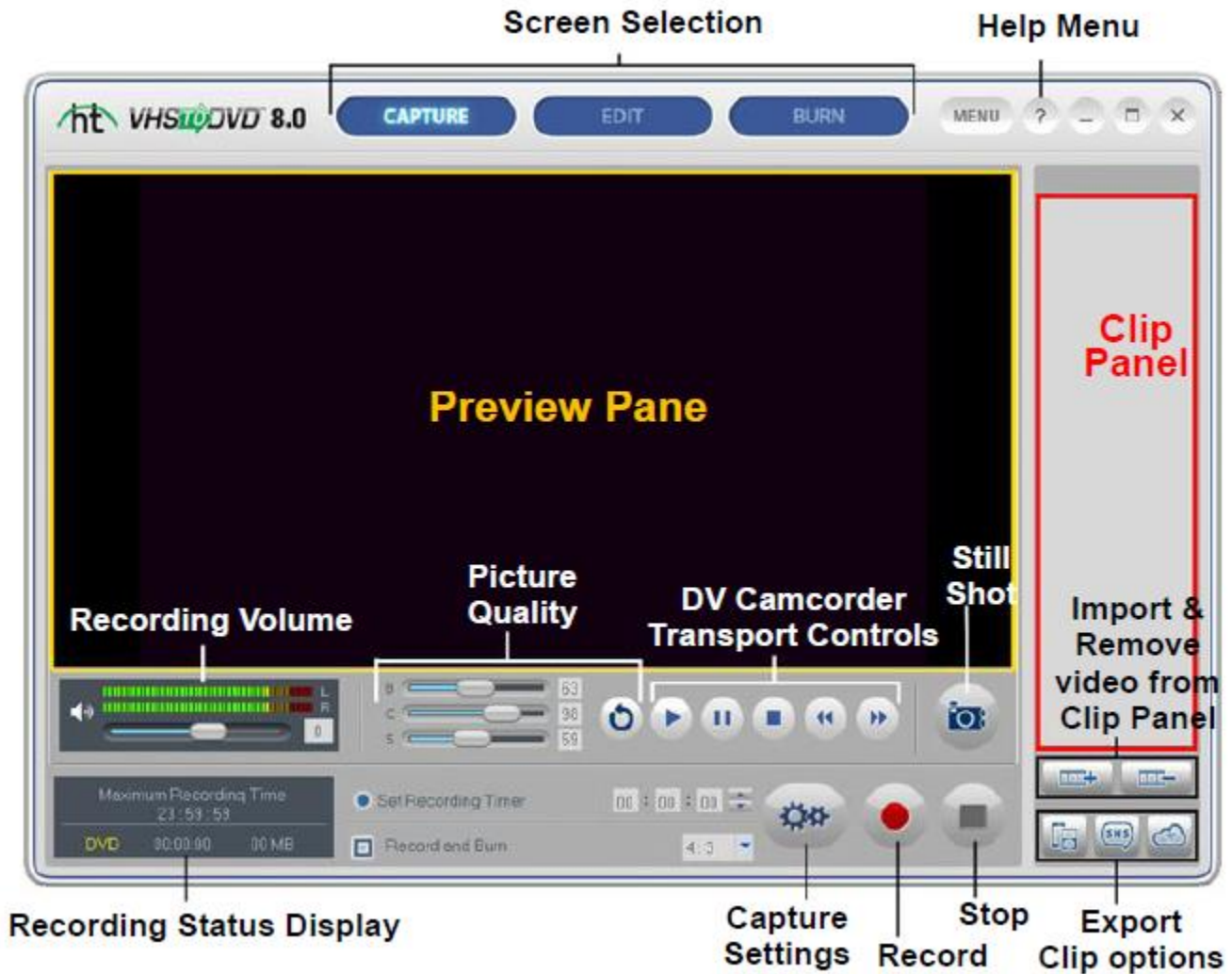
Tip: Slower burn speeds will typically yield better disc results. If you encounter burning problems, try lowering the burn speed.

- Choose this option if you want to edit recordings, create disc menu, or need to make multiple recordings
- Edit: combine clips with transitions, add titles and/or special effects, and remove unwanted scenes

Advanced Mode

- Choose this option if you want to edit your recordings
e.g. Combine different video tapes, add title, transitions or special effects, remove unwanted scenes.

Capture



If you are burning to a DVD:

Insert a blank DVD disc into the computer. If any windows pop up on the computer, close them all off.

Insert your VHS tape into the VCR. Rewind if necessary, and press **Play**. Your video should appear in the preview pane.

Make adjustments if necessary

- Adjust the **recording volume**. Ideally the sound should spike in the yellow zone, not the red.

- Adjust the **picture quality** (B: Brightness; C: Contrast; S: Saturation) to see if it improves the video
- Click Capture Settings button



Capture Settings [X]

Capture Format : DVD file (for 4.7GB DVD discs) [Settings]

Quality : Best [Settings]

Result : **Record up to 1 hr & 9 min of video to a DVD (4.7GB).**

* Adjust the Format and Quality settings to record a different length video.

TV/Video Standard : NTSC [Settings]

Recording Resolution : 720 x 480 [Settings]

Save Location : C:\Users\public.DESKTOP-FTS5LCP\Videos\VHS to DVD\ [Change]

Video Device : VIDBOX NW07 [Settings]

Audio Device : Microphone (VIDBOX NW07) [Settings]

OK Cancel

Choose format (e.g. DVD, MPEG)

Choose quality (higher quality will take up more space and take longer to convert)

After picking these two options, the **Result** section will tell the length of video you will be able to convert

Click OK.

You can **Set Recording Timer** to have the recording stopped automatically after a certain amount of time.

Stop your VHS tape. Rewind to where you want to start recording.

On the computer, click the **record button**



Press **Play** on the VCR.

Enjoy your video!

*If you will be recording multiple videos, choose the setting that best matches the total amount of video you plan to burn on one disc.

Resolution: lower if it video gets choppy

Where you want to save

Click OK

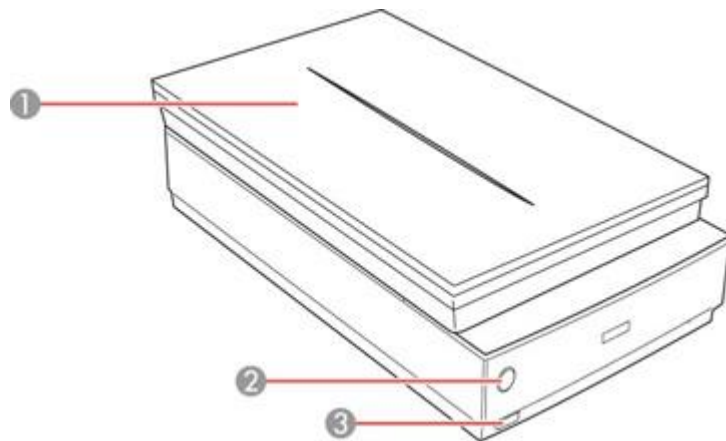




LATER:
Audio Recorder Mode
PhotoDVD Mode
Creating photoslides

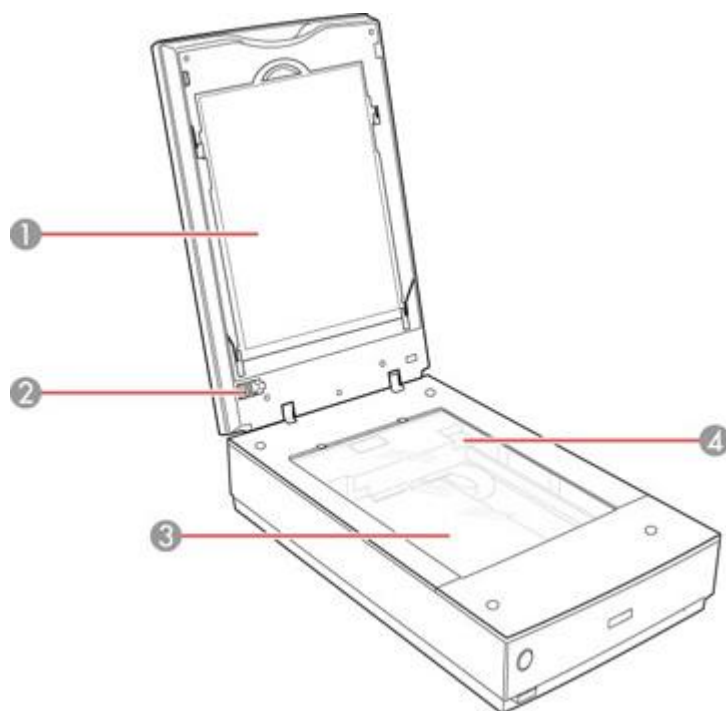
Learn photo and video editing

The following software are available on the digitization station:

(Look for numbers on scanner)



1. Scanner Cover
2. Start button 
3. Power button 



- 1 Document mat
- 2 Transparency unit lock
- 3 Scanner glass
- 4 Carriage (beneath scanner glass)

TROUBLESHOOTING


p. 89 onwards in manual

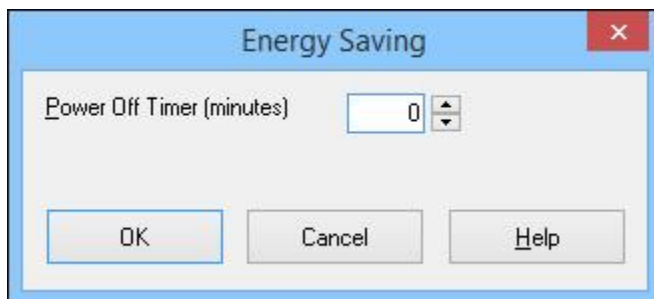
EPSON SCANNER

- Label the different parts on the scanner
- Desktop:
 - Wallpaper 1920 x 1080
 - By function
 - Digitizing photos, slides, films
 - Epson Scanner (icon)
 - Photoshop (icon)
 - Photoshop Elements (icon)
 - Digitizing videos
 - Honestech
 - Premier
 - Handbrake (Digitizing DVDs)

For our setup

Change auto turn off after __ of inactivity

1. Epson Scan Settings utility:
 - Windows 8.x: Navigate to the Apps screen and select EPSON Scan Settings.
 - Windows (other versions): Click  or Start, and select All Programs or Programs. Select Epson, then EPSON Scan, then click EPSON Scan Settings.
 - OS X: Open the Applications folder, then open the Epson Software folder and double-click the EPSON Scan Settings icon.
2. Click Energy Saving.



3. Enter the time period of inactivity before the scanner turns off automatically as the Power Off Timer setting. If you enter a value of 0, the scanner will not turn off automatically.
4. Click OK.

May want to label the scan & the power button

Changing Default Start Button Settings (if we want)

<https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

SCAN ICON ON DESKTOP

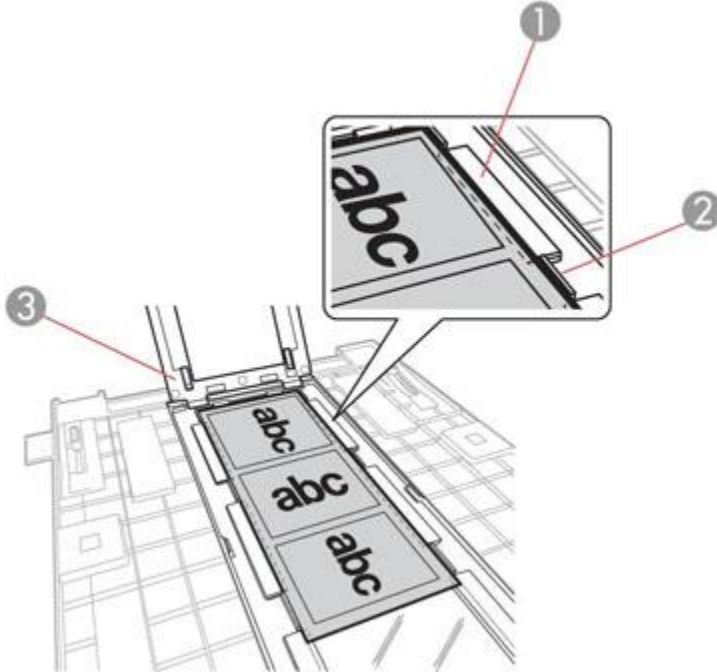
Medium Format film

You cannot use Full Auto Mode when scanning medium format film. Make sure the white areas on the back of the holder are not scratched, dirty, or covered in any way or the scanner may not correctly detect the holder during scanning.

Open holder

Place film with shiny side face up so wording & images not backward

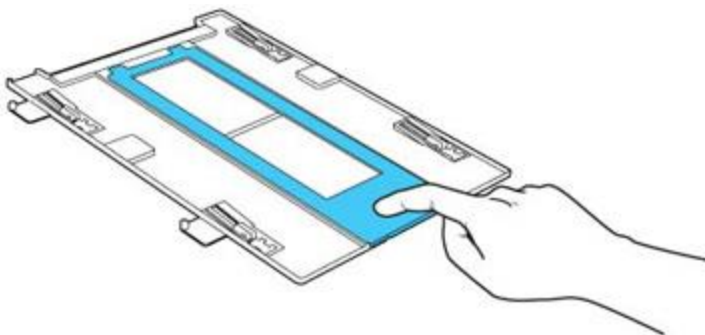
Make sure the film is placed between the film guide tabs and resting on top of the film lock bevels as shown.



- 1 Film lock bevel
- 2 Film guide tab
- 3 Film holder cover

Place the film on top of the film lock bevels. Forcing the film beneath the beveled edges will damage the film.

Make sure that the entire image frame is positioned in the film holder opening, with the film centered and sitting on top of the film lock bevels. Then gently close the film holder cover and press it down until it clicks into place. Also press down all the edges of the cover to secure it. Make sure the film is not pinched or curled.



Note: The film holder cover may not hold the outer edges of the film completely flat against the clear plate; this is normal and will not affect the quality of the scanned image.

Turn over (same as the other one)

4x5 inch film

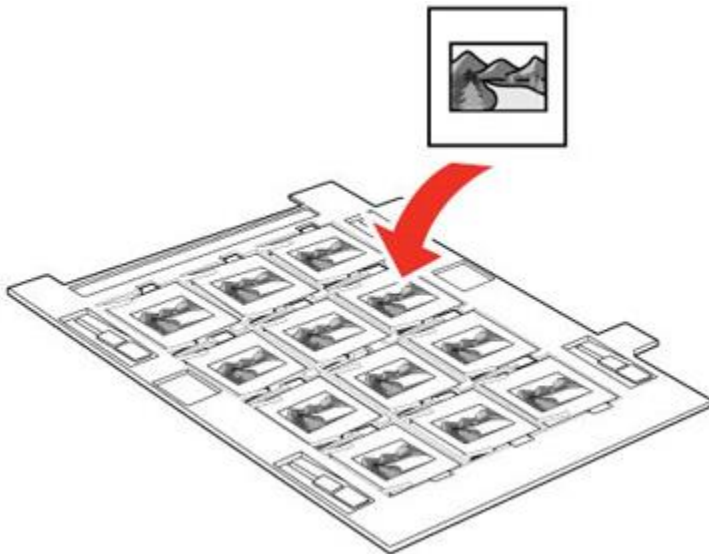
Note: You may need to trim the edges of the film so that it sits properly in the film holder without bending or warping. Do not cover any of the small holes in the holder.
(same as before)

35mm slides on scanner

Up to 12 at a time

Note: Make sure the white areas on the back of the holder are not scratched, dirty, or covered in any way or the scanner may not correctly detect the holder during scanning. You cannot scan negative slides.

with the shiny sides facing down in the direction shown.



Note: The images and any wording on the slides should appear backward; the top of the images should face the open end of the slide holder. Do not cover any of the small holes in the slide holder.

Same as above

Placing film in film area guide

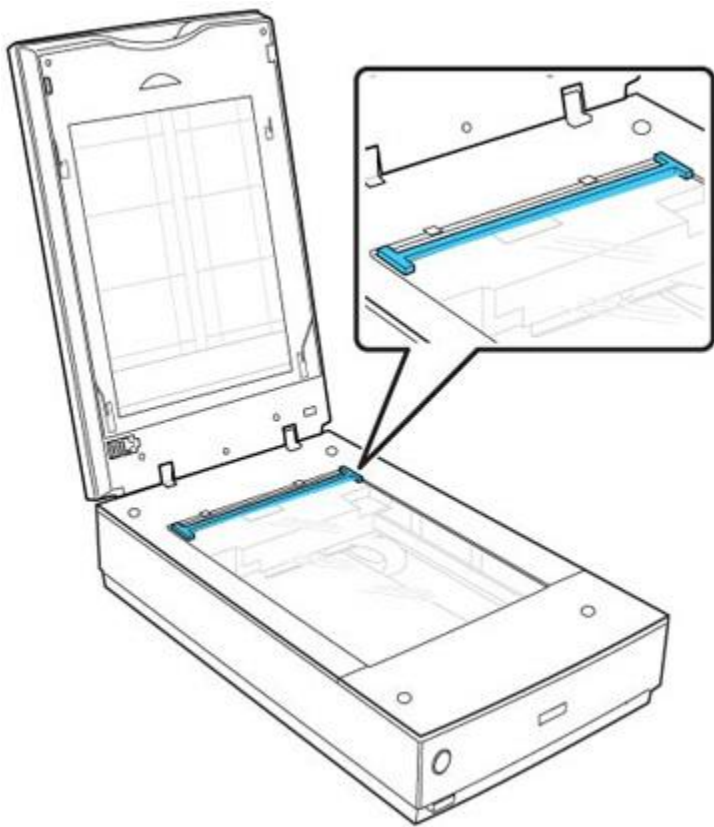
You can scan oversized film up to 8 × 10 inch (203 × 254 mm) using the film area guide. Scan using Epson Scan Professional Mode and select Film (with Film Area Guide) as the Document Type.

Caution:

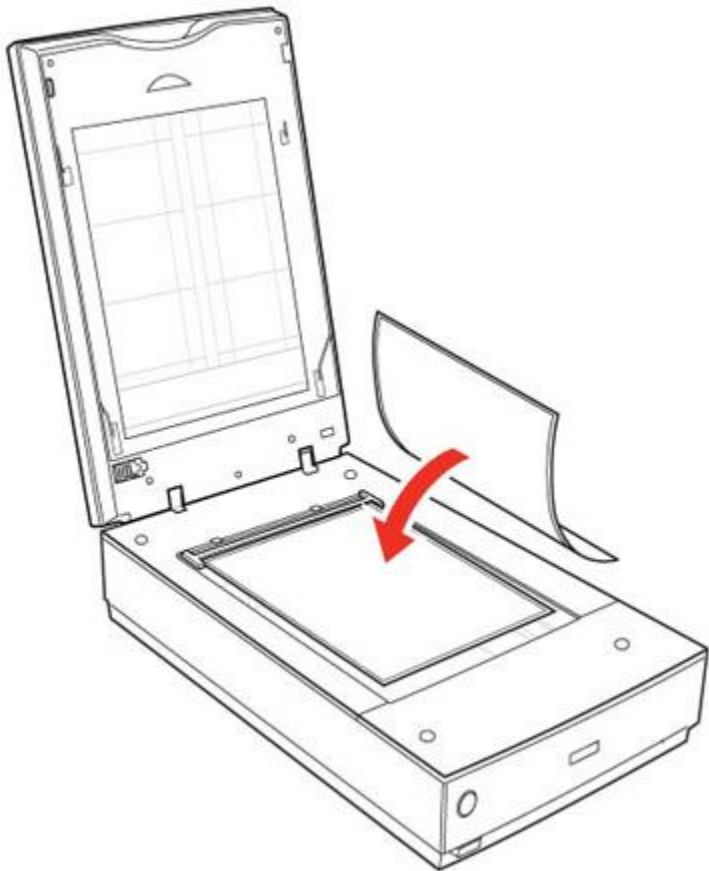
Hold only the edges of the film strips or use gloves, or you may damage the film.

Note: You cannot use DIGITAL ICE Technology when using the film area guide. You cannot use Full Auto Mode or Home Mode when scanning film with the film area guide. If you scan 8 × 10 inch (203 × 254 mm) film at 4800 dpi resolution and 24 bit color as the Image Type, do not save it in BMP, Tiff, or JPEG format.

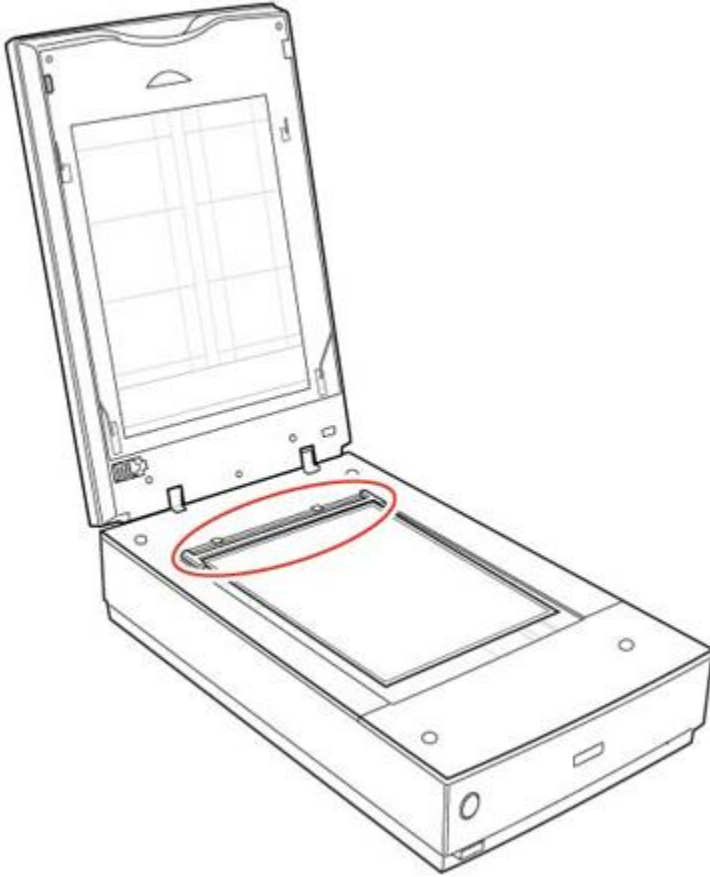
1. Open the scanner cover.
2. Remove the document mat from the scanner cover, if necessary.
3. Place the film area guide on the scanner glass and align it as shown.



Place the film in the film area guide with the shiny side facing down. Make sure the entire image frame is positioned within the film area guide.



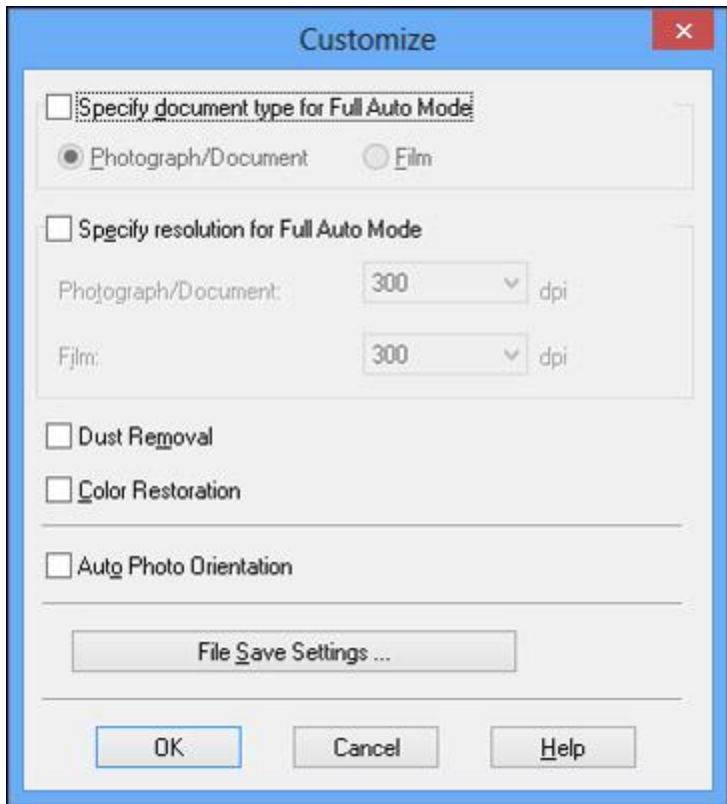
Note: The images and any wording on the film should appear backward. Do not cover the area shown or colors in your scan may be affected.



Close scanner

Full Mode

- Automatically saves your scanned file in JPEG format in your operating system's Pictures or My Pictures folder, or opens it in your scanning program.
You can change the scanned file settings and select various image adjustment options before you scan, if necessary.
(Q: can you preset???)
- To select image adjustment options or change your scanned file settings, click Customize, select the settings you want, and click OK



To choose any of the available image adjustment options, select the checkbox for the option.
To change the scanned file settings, click File Save Settings.

3 options:

Dust removal: removes dust marks automatically

Colour restoration: restores faded photos

Auto photo orientation: Checks the preview image for faces, the sky, and other features, and then correctly rotates the photo when it is scanned, if necessary. (If your photo is not oriented correctly using this option, deselect this option and scan again.)

<https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

Note: Select the Image Option checkbox if you need to set any of the grayed-out image adjustments. Not all adjustment settings may be available, depending on the Document Type and Image Type setting. Click the Brightness button to access additional settings.

Auto Area Segmentation

Makes grayscale images clearer and text recognition more accurate by separating the text from the graphics.

Brightness

Adjusts the overall lightness and darkness of the scanned image.

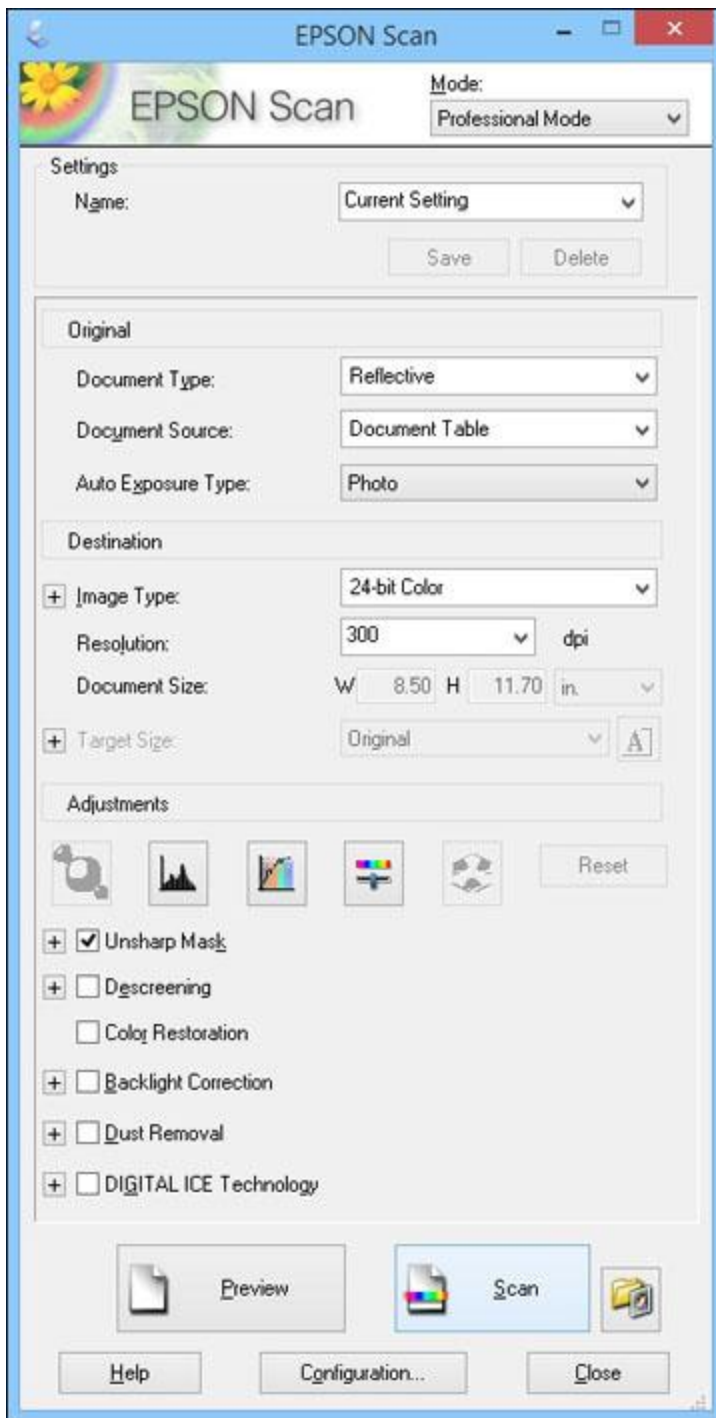
Contrast

Adjusts the difference between the light and dark areas of the overall scanned image.

Threshold

Adjusts the level at which black areas in text and line art are delineated, improving text recognition in OCR (Optical Character Recognition) programs.

Professional Mode



Available Image Types - Professional Mode

You can select these Image Type options in Epson Scan Professional Mode.

48-bit Color

Select this setting for color photos that will be edited in a 48-bit image editor.

24-bit Color

Select this setting for color photos.

Color Smoothing

Select this setting for color graphic images, such as charts or graphs.

16-bit Grayscale

Select this setting for black-and-white photos with many shades of gray.

8-bit Grayscale

Select this setting for black-and-white photos with a few shades of gray.

Black & White

Select this setting for black text documents or line art.

Image adjustments

<https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

Unsharp Mask

Makes the edges of certain image areas clearer. Turn off this option to leave softer edges.

Backlight Correction

Removes shadows from photos that have too much background light.

Dust Removal

Removes dust marks from your originals automatically.

DIGITAL ICE Technology

Removes stubborn dust and scratch marks from photos. The effects of DIGITAL ICE Technology do not appear in the Preview of the image; you must scan the original to see the results.


Dropout

The scan will not pick up the color you select. This setting is only available if you select an Image Type of Grayscale or Black & White.


Color Enhance

Enhances the red, green, or blue shades in the scanned image.


Auto Exposure

Automatically adjusts the image exposure settings when you click the  Auto Exposure icon. To automatically adjust image exposure settings continuously, click the Configuration button, click the Color tab, and select Continuous auto exposure. You can adjust the level of auto exposure using a slider.

Histogram Adjustment

Provides a graphical interface for adjusting highlight, shadow, and gamma levels individually. (For advanced users only.) Click the  histogram icon to access the settings.

Tone Correction

Provides a graphical interface for adjusting tone levels individually. (For advanced users only.) Click the  tone correction icon to access the settings.

Brightness

Adjusts the overall lightness and darkness of the scanned image.

Contrast

Adjusts the difference between the light and dark areas of the overall scanned image.


Saturation

Adjusts the density of colors in the overall image.

Color Balance

Adjusts the balance of colors in the overall image.

Color Palette

Provides a graphical interface for adjusting mid-tone levels, such as skin tones, without affecting the highlight and shadow areas of the image. (For advanced users only.) Click the  Color Palette icon to access the settings.

Threshold

Adjusts the level at which black areas in text and line art are delineated, improving text recognition in OCR (Optical Character Recognition) programs.

SCAN SIZE

<https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

Scan Resolution Guidelines

If you plan to enlarge a scanned image so you can print it at a larger size, you may need to increase the resolution from the default resolution set by Epson Scan. Follow these guidelines to determine the resolution setting you need:

- You will enlarge the image as you scan it.

If you will enlarge the image using Epson Scan's Target Size setting, you do not need to increase the Resolution setting.

- You will scan the image at its original size but enlarge it later in an image-editing program.

Increase Epson Scan's Resolution setting in your scan. Increase the resolution by the same amount you will increase the image size to retain a high image quality. For example, if the resolution is 300 dpi (dots per inch) and you will double the image size later, change the Resolution setting to 600 dpi.

- You will scan the image at 100% or smaller size.

Select Epson Scan's Resolution setting based on how you will use the scanned image:

- Email/view on a computer screen/post on the web: 96 to 150 dpi
- Print/convert to editable text (OCR): 300 dpi
- Fax: 200 dpi

VPL RESOLUTION Image quality and Resolution / DPI (Dots Per Inch)

Printed Image quality depends on the *resolution* of an image.

Resolution refers to the sharpness and clarity of an image.

DPI (dots per inch) is a measure of resolution used for printed text or images, the more dots per inch, the higher the resolution.

See table BELOW for suggested dpi for scanning.

What you will do with the scanned image	Suggested scan resolution
Send via e-mail, upload to web, or view only on the screen	96 to 150 dpi
Photos	200 to 300 dpi
Print using ink jet printer with normal quality	150 dpi (Color or Grayscale)
Print using ink jet printer with high quality	300 dpi (Color or Grayscale)
Print using page printer	200 dpi (Color or Grayscale)

Enlarge after scanning at 100% Increase Resolution setting by same amount you will increase image size after scanning.

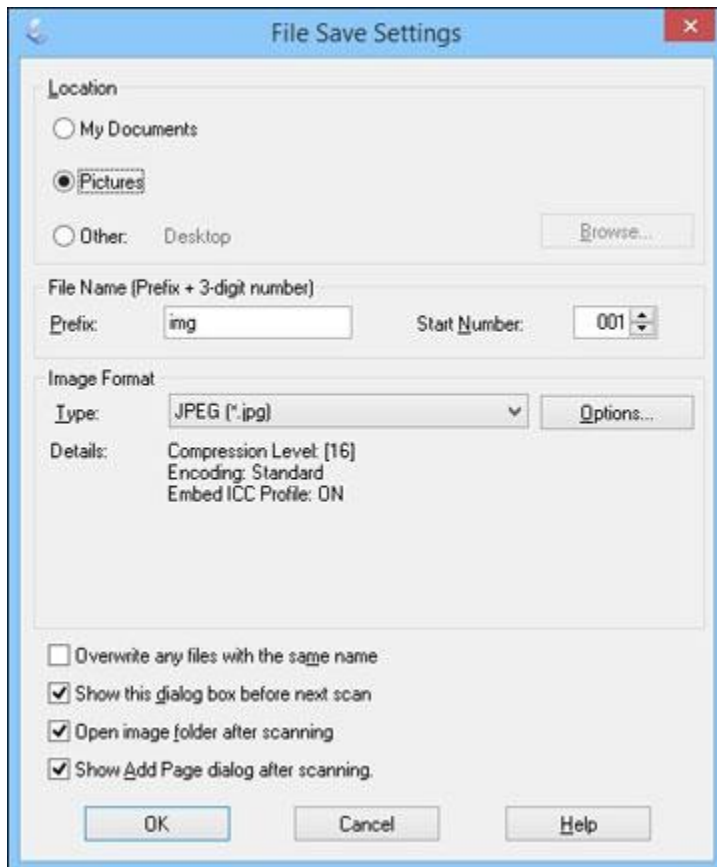
*For example, if the resolution is 300 dpi, but you will increase the image size to 200%, change the resolution setting to 600 dpi.


Other tutorials:

<https://www.reginalibrary.ca/services/digitization-station/tutorial-video-and-manual>

Selecting Scan File Settings

You can select the location, name, and format of your scan file on the File Save Settings window. You can also select various optional settings that control how Epson Scan behaves when you scan and save files.



The File Save Settings window may appear after you click Scan on the Epson Scan window. You may also be able to access the window by clicking the  icon on the Epson Scan window.

1. Do one of the following to select the folder in which you want to save your scanned image:
 - o Click the button for one of the displayed folders.
 - o Click the Other button, click the Browse or Choose button, and select a folder.
2. Type in a file name in the Prefix field. This name is used along with numbers to automatically name your scanned files.
3. Select a different number as the Start Number setting, if you like.
4. Select the file format you want to use in the Image Format Type menu.
5. If your file format provides optional settings, click the Options button to select them.
6. Choose any of the optional settings you want to use by selecting their checkboxes.
7. Click OK.

SAVE AS

File Formats

Bitmap (*.bmp)

A standard image file format for most Windows programs.

JPEG (*.jpg)

An image format that lets you highly compress image data. However, the higher the compression, the lower the image quality. (The TIFF format is recommended when you need to modify or retouch your scanned image.)

Multi-TIFF (*.tif)

A TIFF file format when multiple pages are saved to the same file, allowing you to edit the images using a compatible program.

PDF (*.pdf)

A document format that is readable by Windows and OS X systems using Adobe Reader, Acrobat, or other programs. You can save multi-page documents in one PDF file.

PICT (*.pct)

A standard image file format for most OS X programs.

PRINT Image Matching II (*.jpg or *.tif)

File formats that include Epson PRINT Image Matching II data for enhanced quality and a wider color range (does not affect the way the image displays on the screen).

TIFF (*.tif)

A file format created for exchanging data between many programs, such as graphic and DTP software.

Restoring Photo Colors as You Scan

You can restore the colors in faded photos as you scan them using Epson Scan's Color Restoration setting. You can select this setting in any of the available scan modes.

Note: Color restoration is not available in Office Mode, if Epson Scan offers that mode.

1. Place your original on your product for scanning.
2. Start Epson Scan.
3. Select the scan mode you want to use.
4. Select the scan settings for your scan.
5. Preview your image.
6. Locate or access the image adjustment settings.
7. Select the Color Restoration checkbox.



8. When you finish selecting all your settings, click Scan.
9. Click Close to exit the Epson Scan window, if necessary.

Remove dust and scratches with ICE

<https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

Scanning to PDF <https://files.support.epson.com/docid/cpd4/cpd41530/index.html>

Scanner setup tips

- create colour profile for scanner
- choose version 2 (not version 4)
- trying to capture every possible tone & colour and no more

DCPL Memory Lab

<http://libguides.dclibrary.org/content.php?pid=687696&sid=5727867>

For Image Type and Resoultion settings, refer to the guide boxes on the left-hand side of this wiki page. The photos in this example are 3x5s.

Select the Thumbnail box, then click the Preview button at the bottom of the settings window. The scanner should automatically recognize your photographs as separate files.

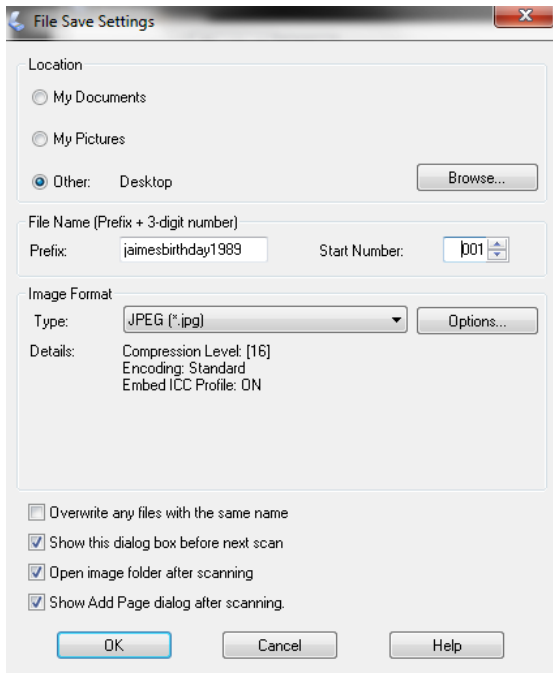
You can use the Frame icons on the left side of the window to rotate or flip each image that you select.



Step 4: Scan and Save

When the photos are done scanning, the File Save Settings window will appear. Select a location to save your scan. If you have a USB or external hard drive, select the "Browse" button to locate it. Create an obvious and consistent file name, and if it is the first in a series select the "Start Number" as 001.

Choose JPEG or TIFF under "File Format." For information on these formats, refer to the guide box on the left of this wiki page.



You may view your scanned file in the Windows Photo Viewer.

Step 5: Tidy up

- Clean scanning bed with anti-static wipes.
- Put cleaning supplies and film holders away.
- Make sure scanner is powered off and closed.
- Eject storage device and make sure you collect your personal belongings.

What resolution should I use?

Format/Size	Scan at...
Documents & Newspapers	
	300 ppi
Photographs	
Longest side 2" or less	2000 ppi
Longest side 3"	1335 ppi
Longest side 4"	1000 ppi
Longest side 5"	800 ppi
Longest side 6"	670 ppi
Longest side 7"	575 ppi
Longest side 8"	500 ppi
Longest side 9"	550 ppi
Longest side 10" or more	400 ppi

What color capture should I use?

Black and white: un-annotated business documents and papers

16-bit grayscale: black and white negatives and un-yellowed black and white prints/ newspaper UNLESS they have an essential feature that will not be captured (highlighting, colored ink, illustrations, yellowing).

24-bit color: everything else

Should I save files as TIFF or JPEG?

	JPEG	TIFF
Size		About 4.5 x LARGER than JPEG
Quality	High quality but compressed	Highest quality
Compatibility	Most websites and software	Not supported by most websites
Editing	Not so great	Better

Slides

- Cleaning (slides and scanner bed) – microfiber cloth / duster / blower
- Scanner should already have backlighting
(Slides, like negatives, require backlighting. They're made to show their image when light is passed through them. You can use a bright white glossy piece of paper, such as film paper, to act as a reflector or you can try to build your own backlighter.)
- Names of diff types

Slides:



Also called: positive transparencies,
positive film, diapositives

Negatives:



Also called: negative transparencies,
negative film, medium format

- Recommended dpi:
35mm slides or negatives:
1500 DPI if you want 4x6
HDTV quality (2 mega pixel, 1200 x 1800 digital image)
4000 DPI if you want 24x36, Archive quality (18 mega pixels, 3600 x 5400 digital image).