

To digitize from VHS tape or CD

1. Log into the Digitization Station computer
2. Take the Elgato video capture device from the Digitization Kit



- Plug the USB port into the computer.
 - Connect the red/white (audio) and yellow (composite RCA) ports to the cable already attached to the VCR/DVD player.
3. Headphones
 - Plug in headphones (either your own or the ones in the Digitization Kit) into the computer.
 4. Plug in your external storage device or log into your Cloud storage

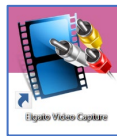
5. Turn on the VCR/DVD player.

- Select which player you are using – either CD or DVD player by toggling the VCR/DVR button.

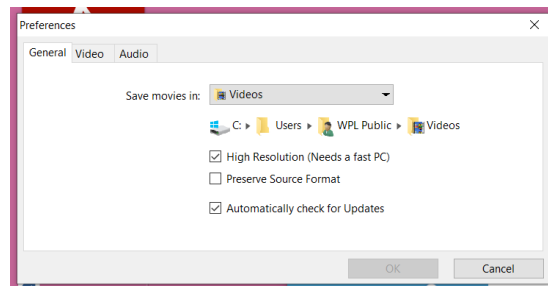
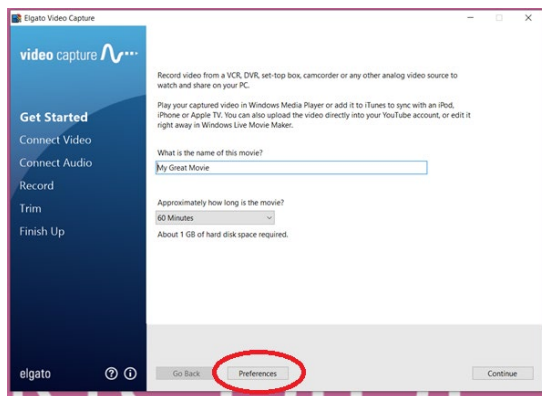


- Insert VHS tape or DVD into player.
- For a VHS tape, remember to rewind the tape to the start.

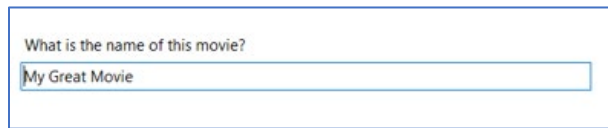
6. Open the **Elgato software** on the computer.



- Select **Preferences** and choose where you want to save your project and click OK.

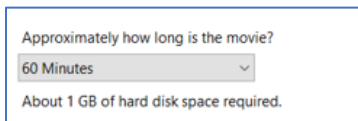


- Name in your movie in the following field:



A screenshot of a software interface showing a text input field. Above the field is the question "What is the name of this movie?". The field contains the text "My Great Movie".

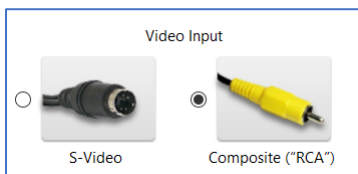
- Select approximate movie length:



A screenshot of a software interface showing a dropdown menu. The question "Approximately how long is the movie?" is above the menu. The selected option is "60 Minutes". Below the menu, it says "About 1 GB of hard disk space required."

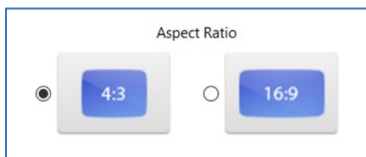
- Click Continue

- Select Video Input – Composite (RCA)



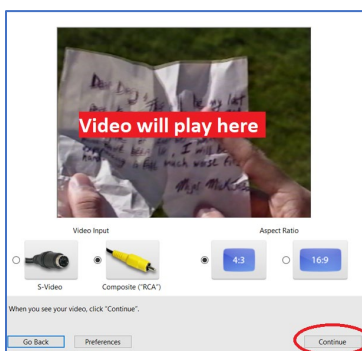
A screenshot of a software interface titled "Video Input". It shows two options: "S-Video" with a radio button that is not selected, and "Composite ('RCA')", which has a radio button that is selected. Images of the respective video connectors are shown next to each option.

- Select Aspect Ratio



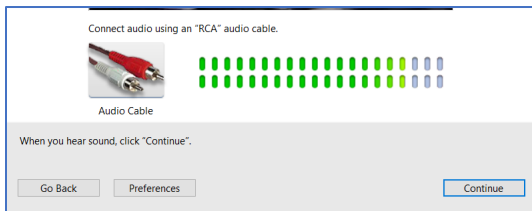
A screenshot of a software interface titled "Aspect Ratio". It shows two options: "4:3", which has a radio button that is selected, and "16:9", which has a radio button that is not selected. Both options are represented by blue buttons.

- Press Play on the VCR/CD player to test video – click **Continue** when you see the video playing.

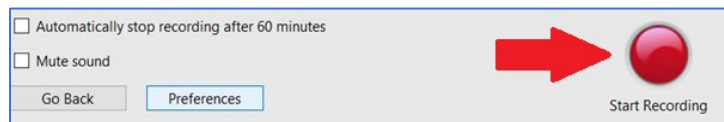


A screenshot of a software interface showing a video player. The video frame displays a red box with the text "Video will play here" over a background image of hands holding a piece of paper. Below the video frame are the "Video Input" and "Aspect Ratio" settings, both showing the selected options. At the bottom, there are three buttons: "Go Back", "Preferences", and "Continue". The "Continue" button is circled in red.

- Follow the prompts on the screen to check that the sound is playing. Once confirmed, click **Continue**.

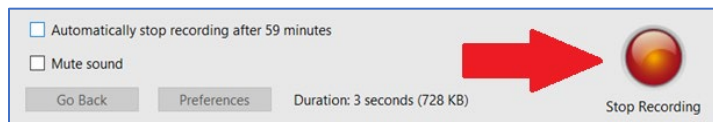


- When ready to record
 - Rewind your tape
 - Hit the red **Start Recording** button

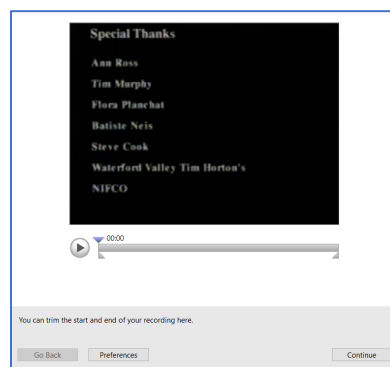


- Press Play on the VCR/CD player

- To stop recording, press the red **Stop Recording** button



- Trim option – you can trim your recording here, or if not, select **Continue**.



- A pop-up message will come up to let you know the movie being processed.



- Once this is complete, you will see the following message 'Your movie saved successfully:' and it will give you the following options:
 - Play with Window Media Player
 - Add to Window Media Player Library
 - Edit with Window Live Movie Maker
 - Upload to YouTube
 - Again – select this to record another video.
 - Quit – select this to exit.

