

# Northville District Library Digital Conversion Manual

## Table of Contents

- Page 2 - How to Convert VHS to DVD
- Page 5 - Convert Phono Record to Digital File
- Page 10 - Convert Audio Cassette to Digital File
- Page 13 - Convert DVD to Electronic Format
- Page 15 - Scan PHOTOS into Electronic Files with VueScan
- Page 20 - Scan SLIDES and NEGATIVES into Electronic Files with VueScan
- Page 25 - How to use Epson Scan
- Page 30 - Convert VHS to Electronic File (SIMPLE)
- Page 34 - Convert 8MM Tapes to Electronic File
- Page 35 - Use DVD Flick to write DVD to Electronic File
- Page 41 - How to use the Book Edge Scanner
- Page 46 - Adobe Creative Suite - Menu of Choices
- Page 47 - Using the Wolverine MovieMaker Pro
- Page 54 - Using OBS to Import Video from VHS and 8mm Cassette (ADVANCED)

You must provide your own storage media. If you do NOT have storage media, you can purchase from the Library.

Available for Purchase @ NDL	Price Per Item	Purchase from
Blank DVD-R	\$0.25	Reference Desk/Computer Help
Micro SD Card - 32GB	Varies	Circulation Desk
USB Flash Drive (16GB or 32GB)	Varies	Circulation Desk

There are no hard/fast rules for how much storage you need. It depends on the quality and activity of the source material, the output settings, and the frames per second in both the source and output.

*General Rule/Rough Estimate:*

*720p/30fps = 80MB/Minute or 4.8GB/hour*

*1080p/30fps = 200MB/Minutes or 12GB/hour*

# How to Convert VHS to DVD

*Prerequisite: You need to have your source VHS and blank DVD's for this process. Ask at the Circ Desk for blank DVD's if you don't have one.*

**Step One:** Locate the TOSHIBA VHS TO DVD device and its remote controller (ask at Reference Desk for the VHS to DVD bag which contains the remote control)



**Step Two:** Insert VHS into VHS slot



**Step Three:** Press the SELECT so VCR is highlighted. Use Play/Stop buttons to cue up for VHS tape to where you wish to record from and press STOP.

**Step Four:** Insert BLANK DVD into the DVD slot. Should be a -R, +R, or +RW disc. The device is agnostic to DVD type: ANY of them will work.

Wait a few moments as the disc is prepared. (best result with -RW or +RW discs as you can edit them.)



**Step Five:** Sound: please note that sound WILL NOT PLAY while you use the Toshiba VHS to DVD player, and if it plays, the sound will be low. This is so the sound does not bother other patrons of the library. Be aware that the sound IS recording.

**Step Six:** Press the DUBBING button on the DVD/VHS device OR on the Remote.



**Step Seven:** Sit back and wait. It records in REAL TIME. If the VHS source is an hour long, “dubbing” this to DVD will take 1 hour minimum.

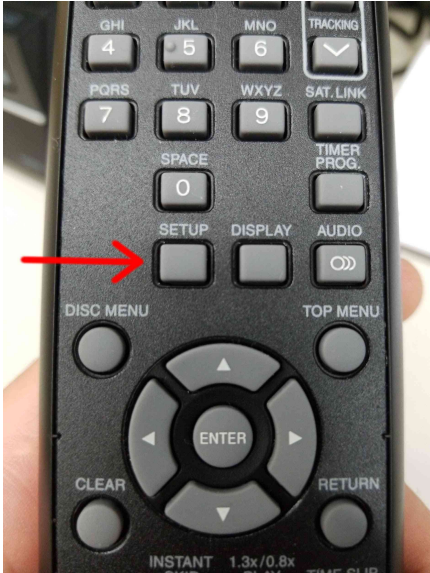
**Step Eight:** Pay attention: it's not going to stop automatically. It is advisable to stay at the Conversion Station while your dubbing process is running.

**Step Nine:** While the device is set to AUTO FINALIZE, these settings will only run when the recorded material(s) fills the entire DVD.

If you didn't fill the DVD entirely AUTO FINALIZE with a DVD +-RW you can/should WILL NOT FINALIZE THE DVD.

If you did NOT fill the DVD, then you MUST RUN FINALIZE. If you do not, your disc will NOT BE USABLE anywhere else.

Press SETUP on the TOSHIBA VHS TO DVD REMOTE and then on DVD menu then on FINALIZE. Select YES and press the ENTER key. The operation may take awhile to complete, but allow it to complete or your disc will NOT BE USABLE. **This step should be considered as REQUIRED.**



If you do NOT finalize your DVD, then the resulting DVD will be unreadable on ANY other device. YOU MUST FINALIZE THE DVD.

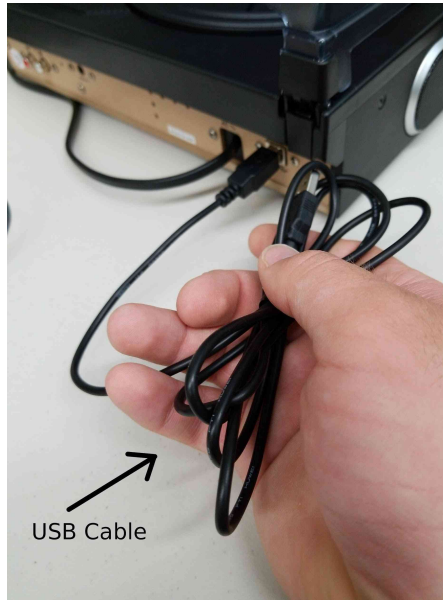
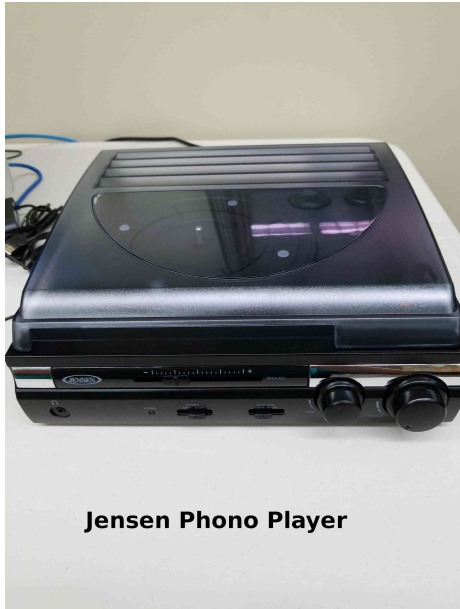
Your DVD that you just copied from VHS will have a nondescript menu on it when you play it in a DVD player.

(for more STEP BY STEP, refer to the TOSHIBA DVR620KU Owner's Manual, which is available at the Reference Desk).

# Converting an old Phono Record to MP3

*Prerequisites: Ensure you have an OLD phono record, and that you also request the JENSEN PHONO PLAYER from the Reference Desk.*

**Step One:** Plug the JENSEN PHONO PLAYER USB cable into the USB HUB:

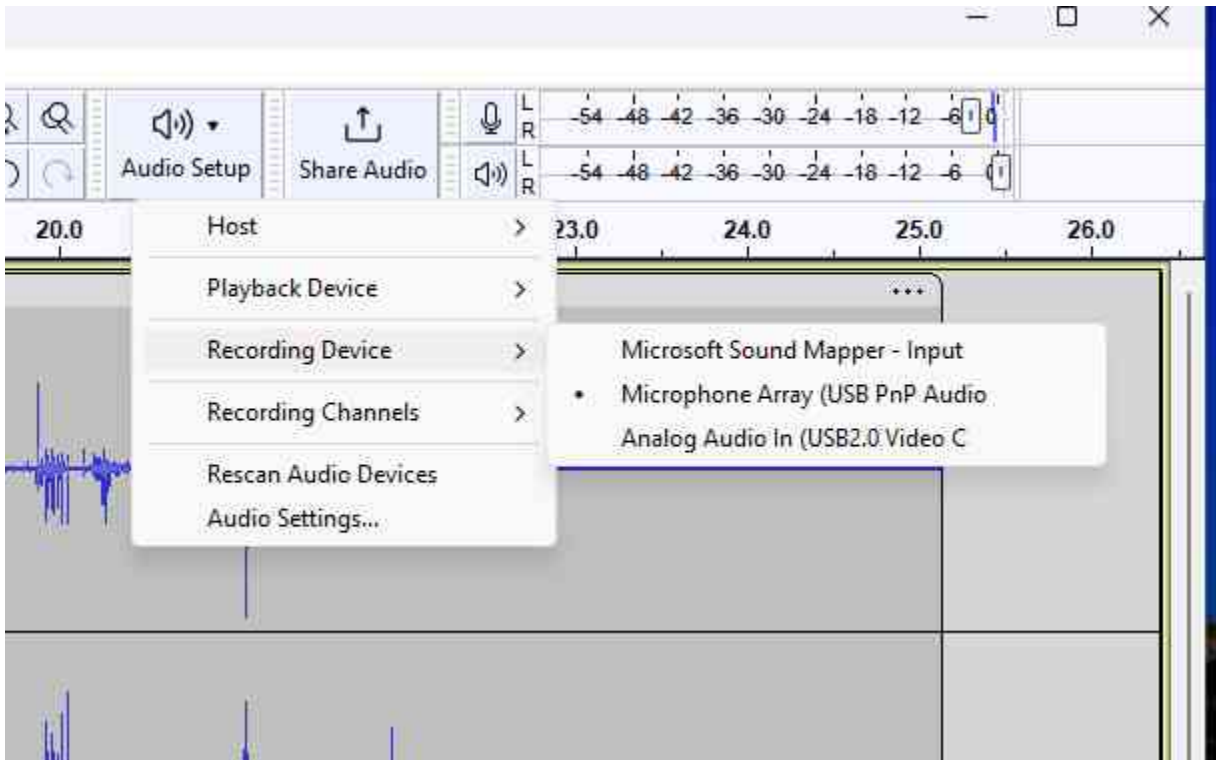


**Step Two:** Load the AUDACITY software.



**Step Three:** To assign the RECORDING DEVICE

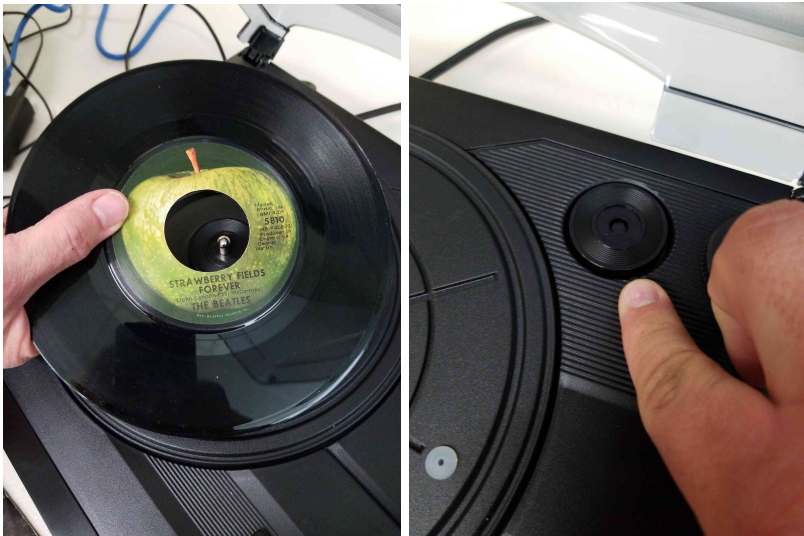
Look for the AUDIO SETUP button, select RECORDING DEVICE and then click on MICROPHONE ARRAY (USB PnP Audio.



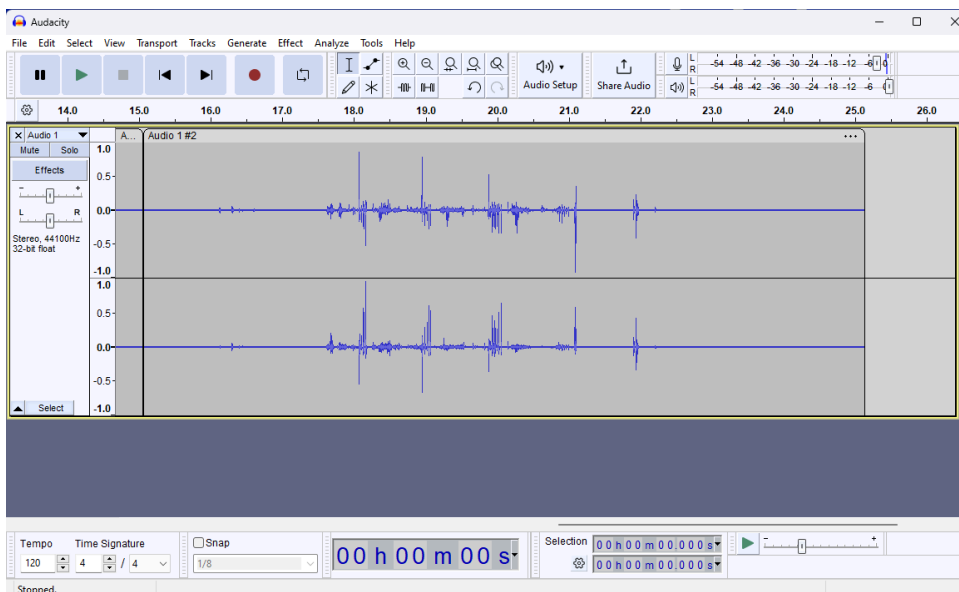
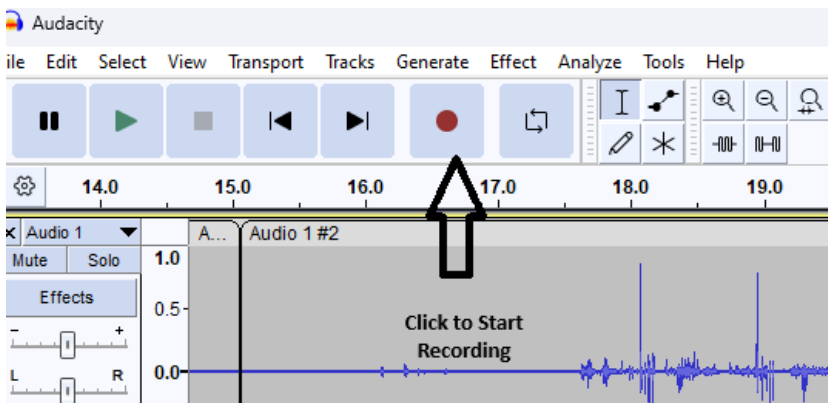
**Step Four:** Cue up the track on the record you wish to record. It is best to position the arm first before turning on the turntable so that you can get the arm in position before you start recording. If you wish to use a 45 rpm record, you will need the 45 adapter located on the turntable. Make sure the speed is set to the correct value for your record as well.







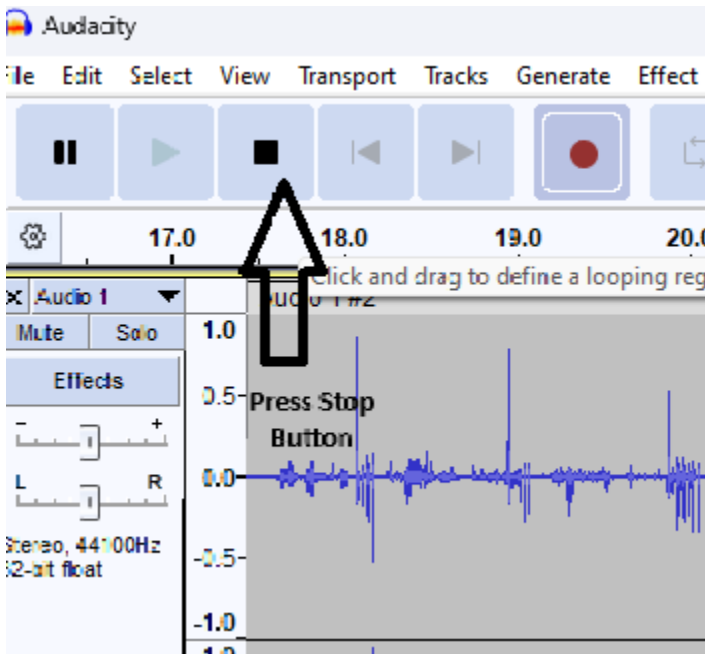
**Step Five:** When the track is queued up, press the record button in the AUDACITY program, then turn on the POWER of the JENSEN PHONO PLAYER. The turntable should then start spinning, and record activity will be shown on the AUDACITY screen.



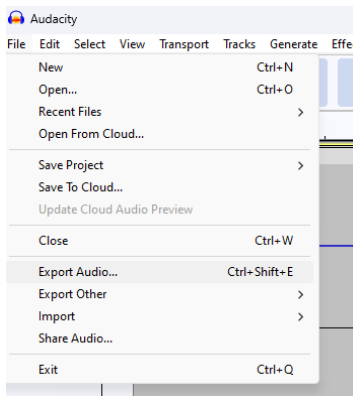
**Step Six:** Monitor the WHOLE TRACK. You CAN plug in headphones during this to the JENSEN PHONO PLAYER. DO NOT turn the volume up all the way.



**Step Seven:** press the STOP (Black Square) button to end the recording. If you wanted to record an entire album as a single audio track, you can let it run till the end. THIS IS NOT RECOMMENDED.

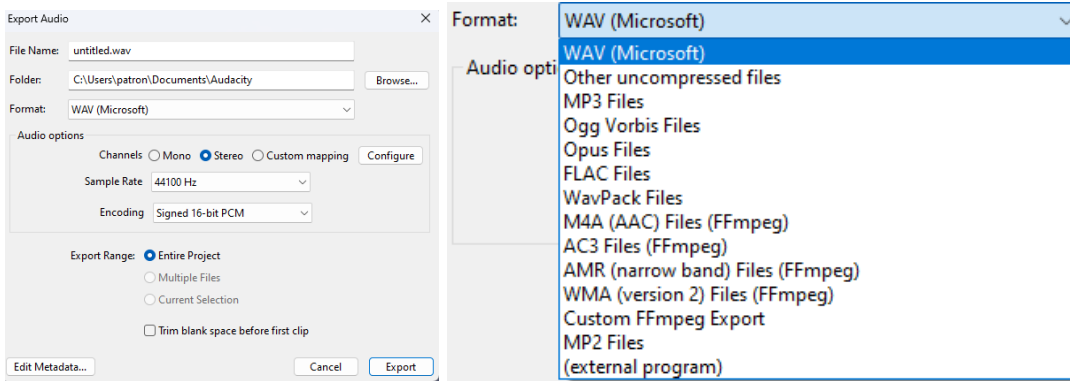


**Step Eight:** After recording is STOPPED, click on FILE and the EXPORT AUDIO.





**Step Nine:** Select the **FORMAT** you wish to save your audio as. Most common would be MP3. M4A is also a modern format that will work in nearly any device. If you select MP3 or M4A, you can insert the artist, track title, etc.



If you save to desktop, **REMEMBER TO COPY TO EXTERNAL USB or Micro SD MEDIA OR YOUR WORK WILL BE LOST ON REBOOT.**

# HOW TO CONVERT AN AUDIO CASSETTE TO DIGITAL FILE

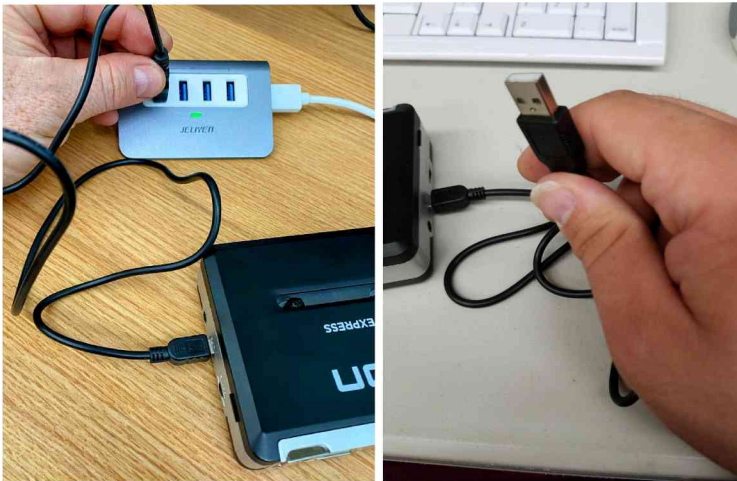
## *Prerequisites:*

*You should have audio cassette(s) to record, a blank USB storage device, and request the ION TAPE EXPRESS BAG from the Reference Desk*

## **Step One:** Locate the ION TAPE EXPRESS:



## **Step Two:** Plug USB from ION TAPE EXPRESS into the USB HUB. Ensure NO OTHER DEVICES ARE PLUGGED IN.

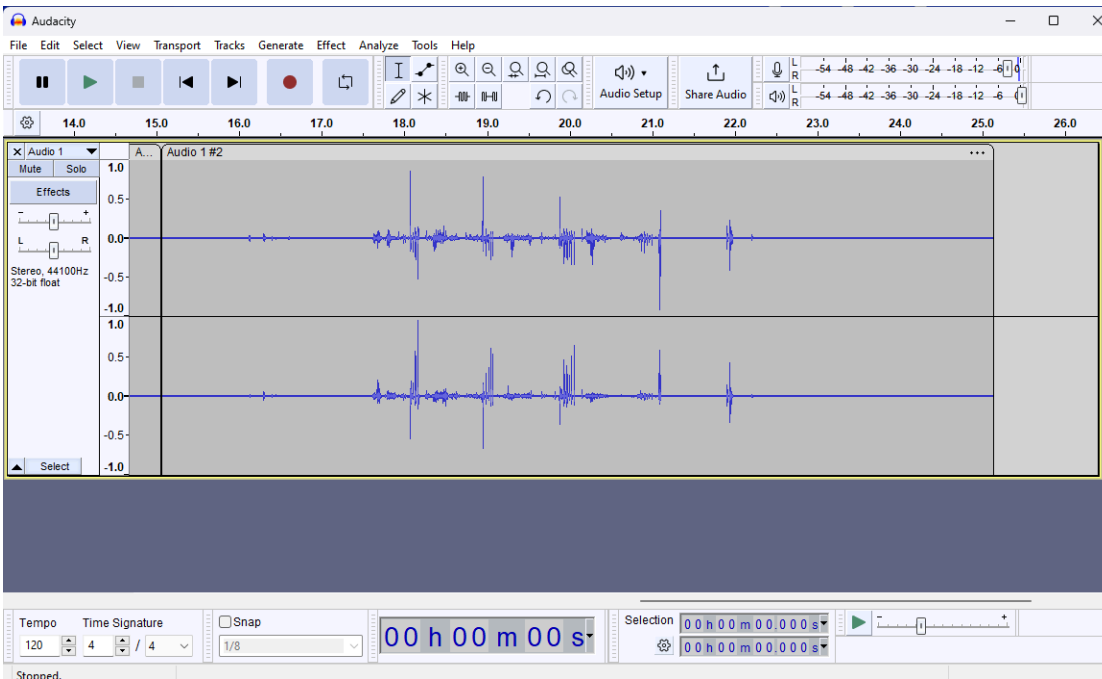
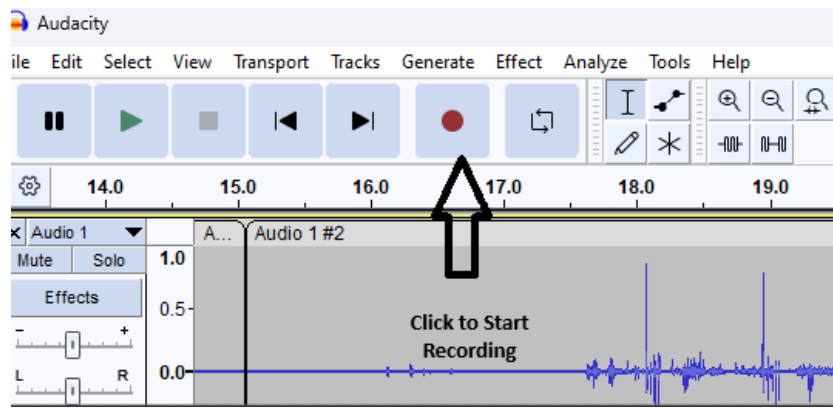


## **Step Five:** Starting the Player

Insert your CASSETTE into the ION TAPE EXPRESS. Queue the tape to the track(s) you wish to record.

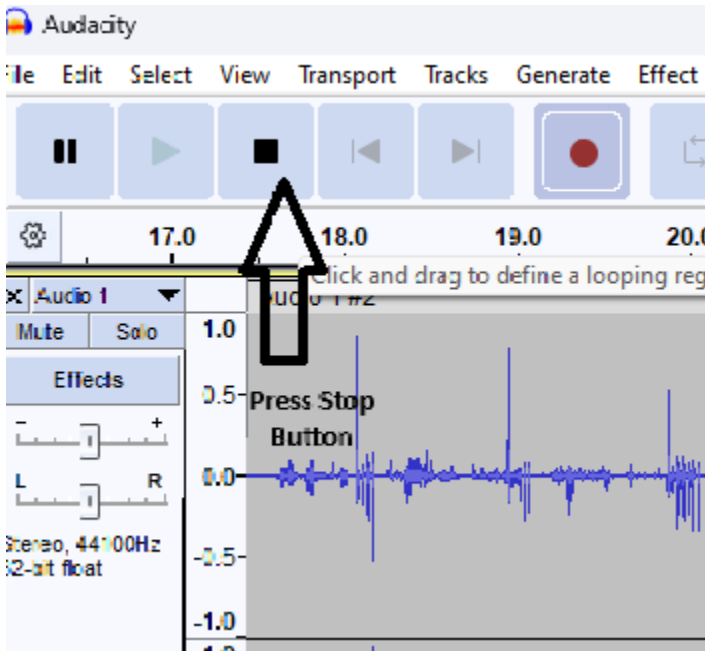


Press PLAY on the ION TAPE EXPRESS device to start playing and then press the record button in the AUDACITY program.

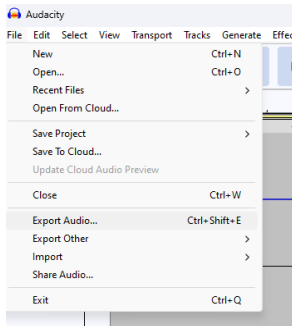


**Step Six:** Monitor the WHOLE TRACK. You CAN plug in headphones during this to the ION TAPE EXPRESS. DO NOT turn the volume up all the way.

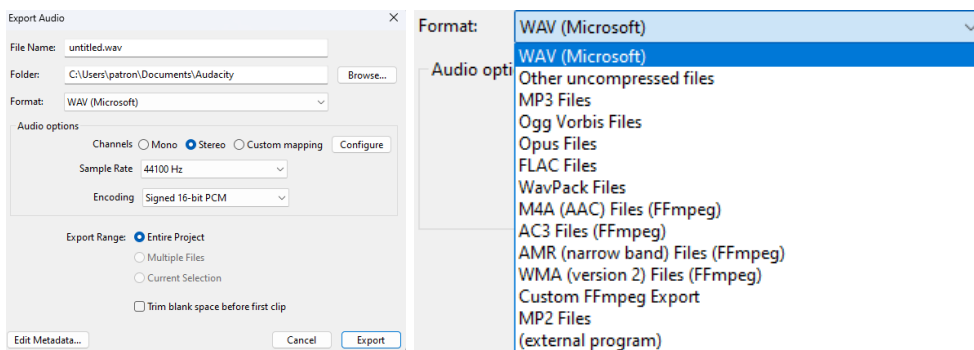
**Step Seven:** Press the STOP (Black Square) button to end the recording. If you wanted to record an entire album as a single audio track, you can let it run till the end. THIS IS NOT RECOMMENDED.



**Step Eight:** After recording is STOPPED, click on FILE and the EXPORT AUDIO.



**Step Nine:** Select the FORMAT you wish to save your audio as. Most common would be MP3. M4A is also a modern format that will work in nearly any device. If you select MP3 or M4A, you can insert the artist, track title, etc.



If you save to desktop, REMEMBER TO COPY TO EXTERNAL USB or Micro SD MEDIA OR YOUR WORK WILL BE LOST ON REBOOT.

# Convert DVD to Electronic Format(s)

**Step One:** Plug in the USB DVD/CD Player/RW device

**Step Two:** Insert DVD.

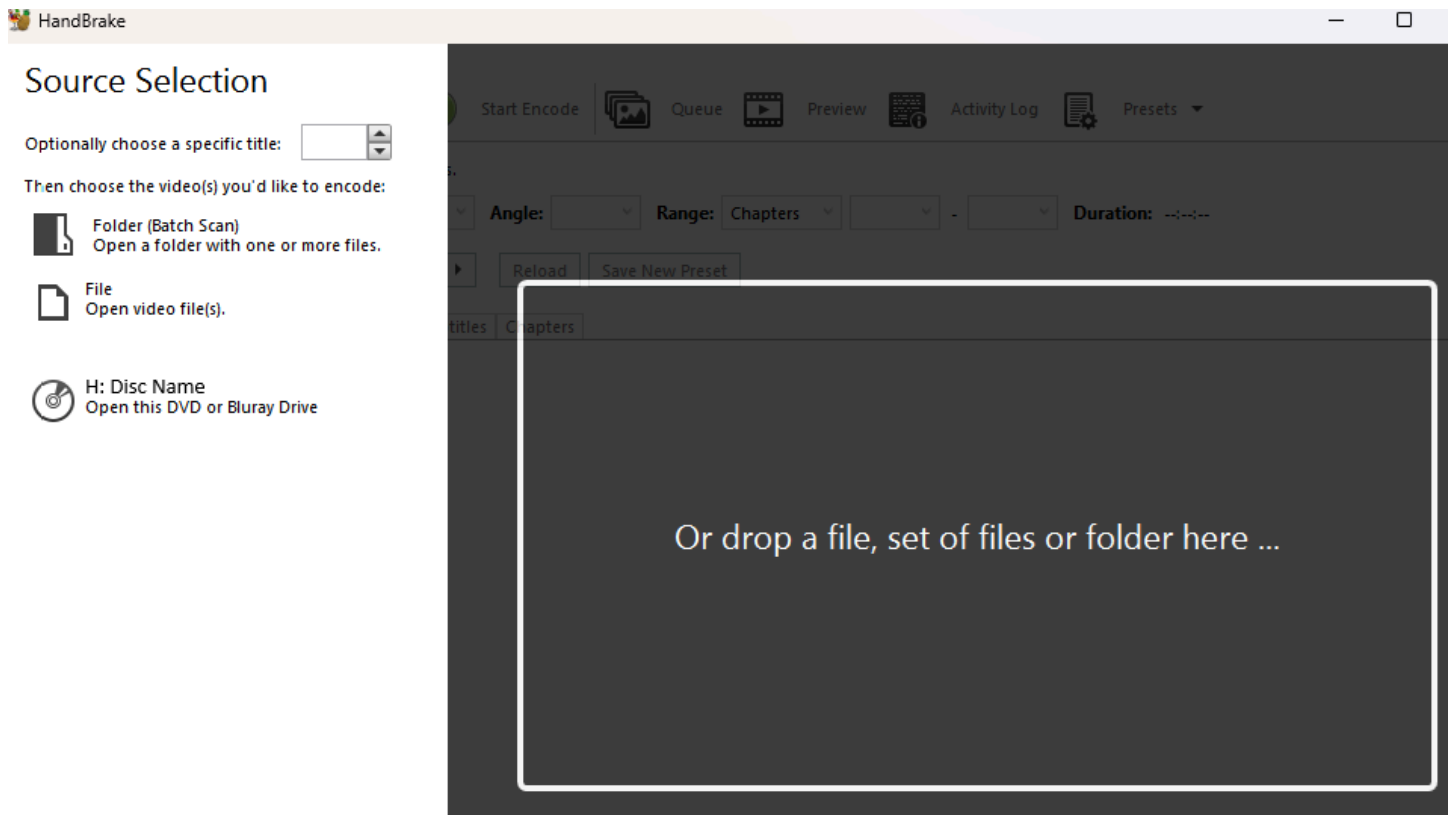
**Step Three:** Determine if you want to copy the VIDEO or the DVD itself.

**IMPORTANT NOTE:** *This service is not designed or available for copying commercially created and protected DVDs. If you want to copy those, the Library cannot and will not assist you.*

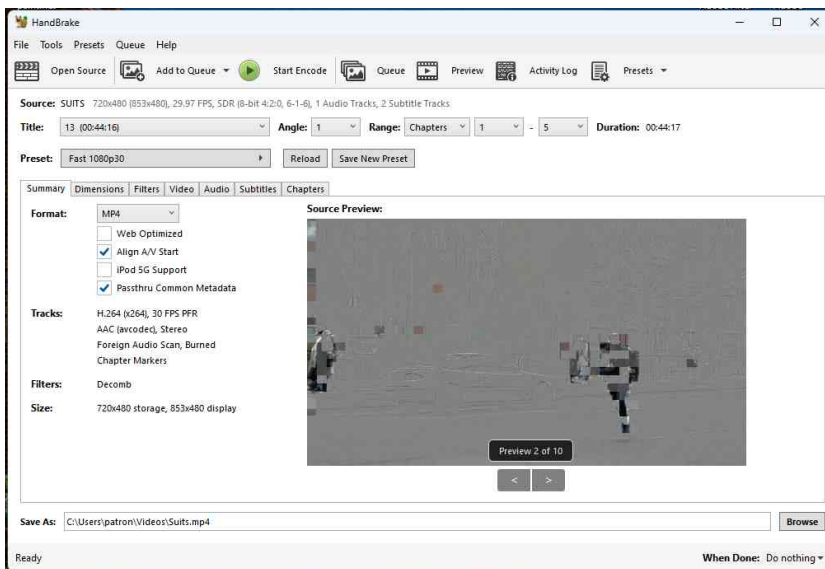


**Step Four:** Open HANDBRAKE

**Step Five:** Select the Disc



## Step Six: Setup your “Rip” from a Disc to an Electronic File



The DEFAULT format is MP4 and we strongly recommend using that. There are no real changes needed to produce a decent MP4 file.

Select where you want to save the file to near the bottom where it says SAVE AS. You CAN save to your own USB Drive or USB Hard Drive.

Sit back and relax. The process may take awhile to complete. After a while, you'll see an “Estimated Time Remaining”, which may seem to take longer than it reports. This does “rip” at a quicker than real time pace. 30 minutes should take about 3 to 5 minutes, for example.

**Step Seven:** When HANDBRAKE is finished, the file will be dropped where you assigned it to be dropped to.

***Be aware that it is against the law to copy materials that have copyright on them. You should NOT use the Library equipment to copy any material bearing a copyright, and if you attempt to do so, you may be asked to immediately end your session.***



# How to scan PHOTOS into electronic format (using the HP system with VueScan x64)

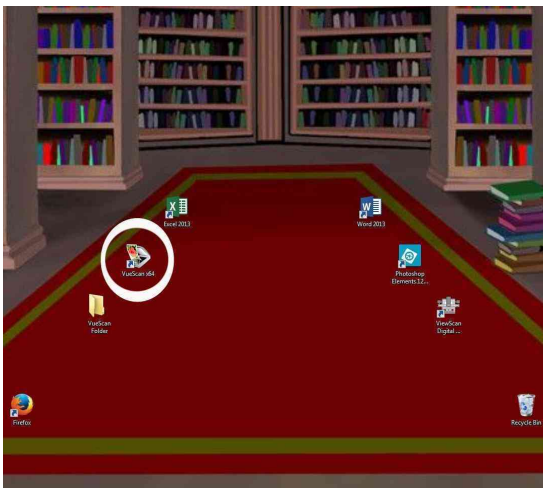
*Prerequisites: This uses the HP System, and NOT the primary Alienware system. You will also need pictures, documents and other materials to begin scanning. You should also be aware the process will take longer on this machine than the Book Edge scanner, but WILL produce higher quality results.*

**Step One:** Ensure the scanner is turned on.



**The scanner MUST be powered on BEFORE starting the VueScan x64 software. Failure to turn on the scanner will require you close the software and reload it. This step is necessary for the software to detect the scanner.**

**Step Two:** Locate VueScan x64 on the HP Station Desktop. Double Click on it to load. The EPSON copier MUST be turned on BEFORE VueScanx64 is started, or it will not work correctly.



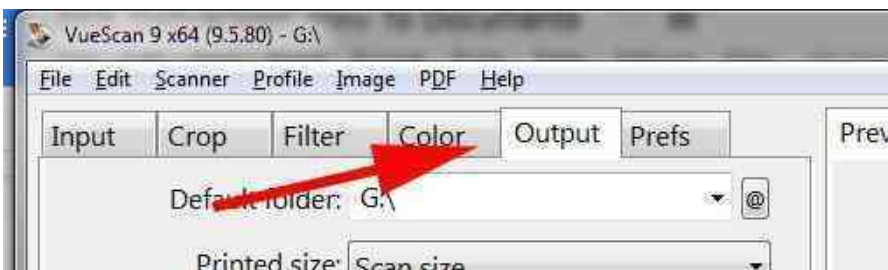
**Step Three:** Place images on flat bed. Align them to the TOP RIGHT CORNER as indicated below:



You can place other pictures on the screen, depending on if you're willing to "chop" them up in Photoshop Elements afterwards. Do this at your own discretion.

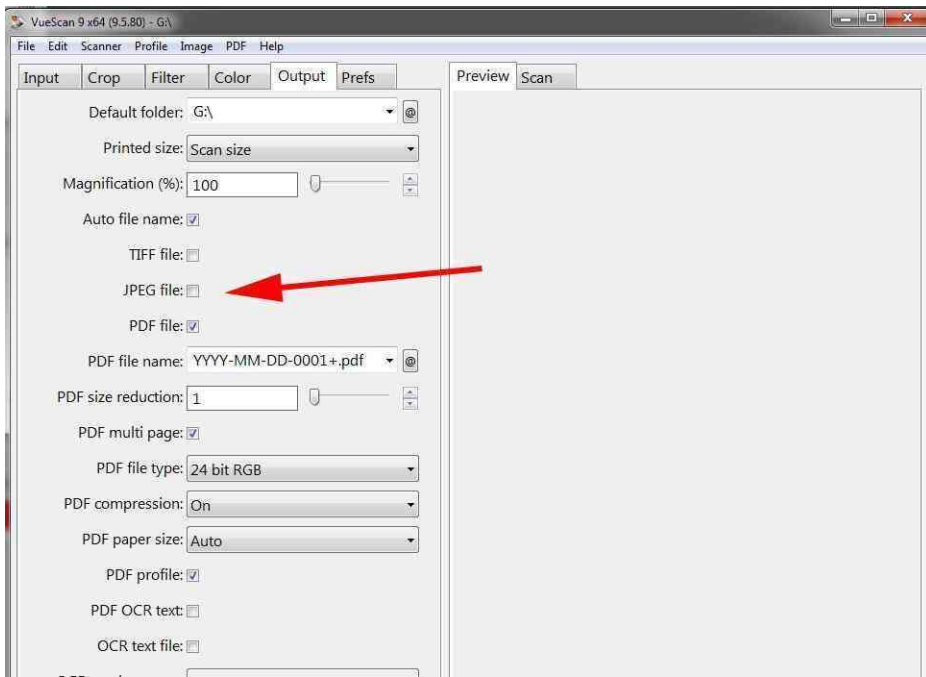
Close the top carefully, so as to not dislodge the pictures.

**Step Four:** In VueScan x64, locate OUTPUT (5th tab to the right)



The DEFAULT output is PDF. You can use this if you like, but if you're scanning photos, you'll want to save them as JPGs, which will be easier to use for other media.

So locate JPG file: as illustrated below:



Other features you can control here include click on DEFAULT FOLDER if you want to define a different place to save the file to. Click on the JPEG file name: to change the default file name convention as well.

Now you're ready to scan!

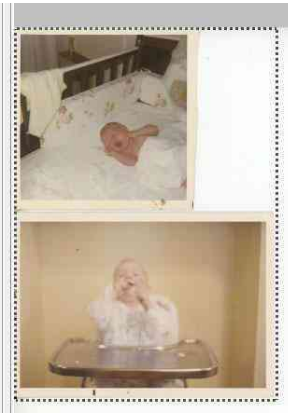
**Step Five:** Click on PREVIEW



It will execute a quick scan AND “auto select” what images are detected, like the example below:



You can MOUSE over the dotted line until to see a double sided arrow, HOLD DOWN the LEFT BUTTON and drag the dotted line to the outside line of the picture:



Once you've selected EXACTLY what you want scanned, now you can click on SCAN!

**Step Six:** Actually SCAN the photo

First, click on SCAN. The SCAN process looks and acts just like the PREVIEW process, except when a SCAN completes, it will launch the Windows Image Preview and you'll see the scanned image like this:



By default, the file is saved into C:\Users\cpage\Pictures

You can now do whatever you want with the pictures, including edit them inside Adobe Photoshop Elements 12 (on the HP computer).

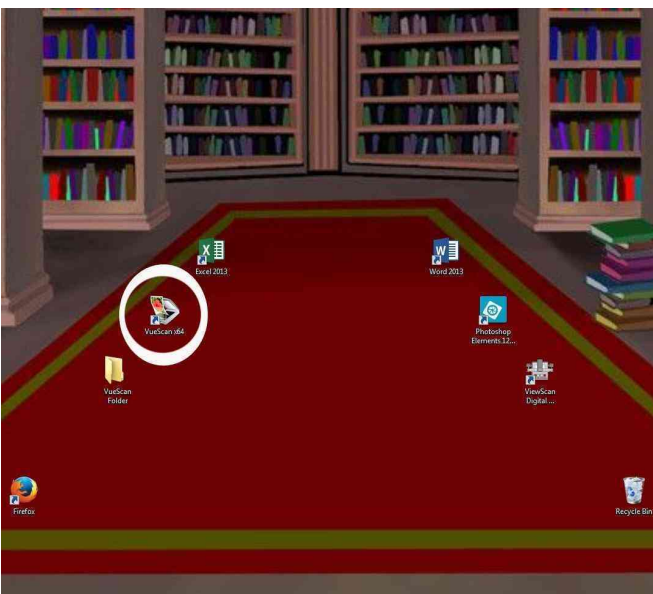
# How to scan SLIDES and NEGATIVES into Electronic Format using the HP system with VueScan x64)

**Step One:** Ensure the scanner is turned on.



**The scanner *MUST* be powered on *BEFORE* starting the VueScan x64 software. Failure to turn on the scanner will require you close the software and reload it. This step is necessary for the software to detect the scanner.**

**Step Two:** Locate VueScan x64 on the HP Station Desktop. Double Click on it to load. The EPSON copier **MUST** be turned on **BEFORE** VueScanx64 is started, or it will not work correctly.







**Step Three:**

Remove the WHITE BACK from the EPSON SCANNER.

Pull UP by the black loop handle and the white backing will slide out and expose the top half of the scanner, which is only used with transparent media like slide and film negatives.

You must identify your media and select the correct form factor.  
For example, slides will use the form factor with the C tab on them, which must be placed in the matching tab on the the LEFT side of the scanner:



Film Negatives use A  
Slides use C

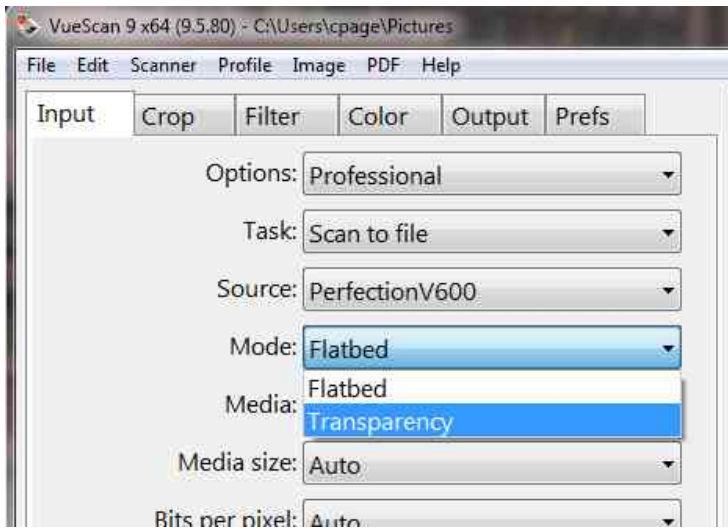
**Step Four: Load the slides/negatives into the tray as shown:**



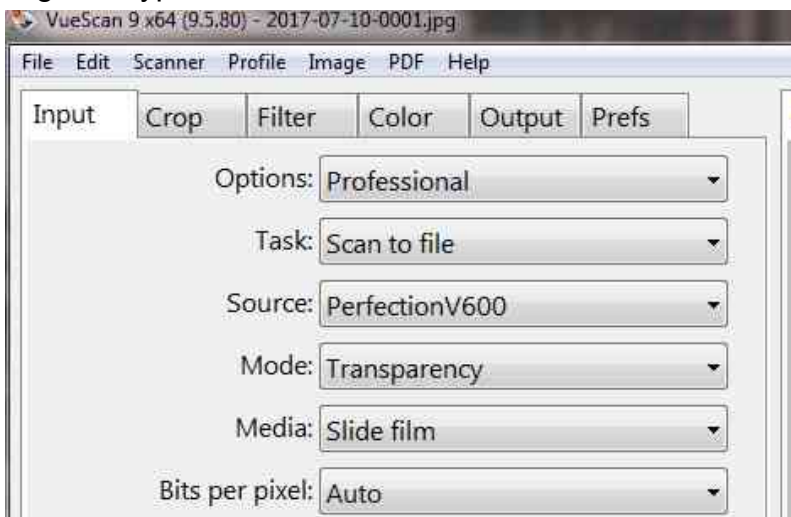


If you're using 35mm negatives, you'll need to make sure you put the negative hold back into place before scanning:

**Step Five:** In VueScan x64, in the INPUT tab, make sure that the mode is set to transparency:



Additionally, ensure that Media is set to the type of media you're scanning. For example, if you're scanning slides, make sure it is set to "Slide Film." If you're using Negatives, set it to the correct negative type: Color or Black & White.



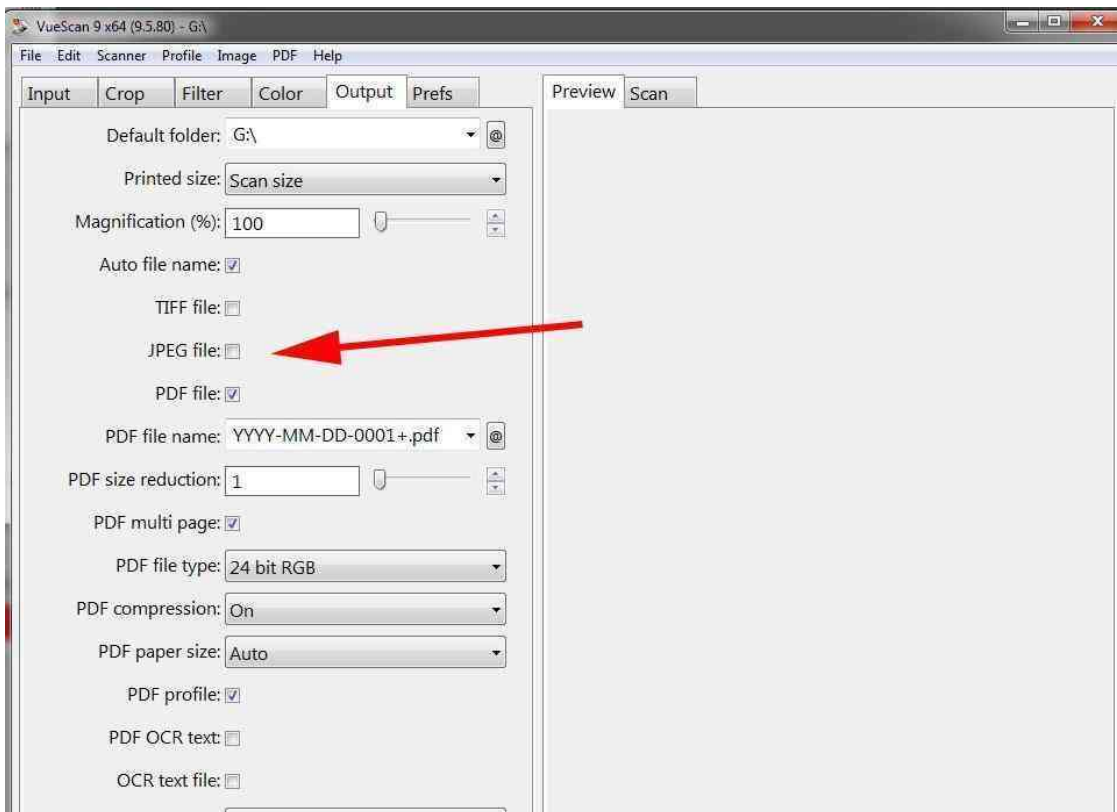
**If these settings are not made, it will NOT scan your transparent media correctly.**

**Step Six:** In VueScan x64, locate OUTPUT (5th tab to the right)



The DEFAULT output is PDF. You can use this if you like, but if you're scanning photos, you'll want to save them as JPGs, which will be easier to use for other media.

So located JPG file: as illustrated below:



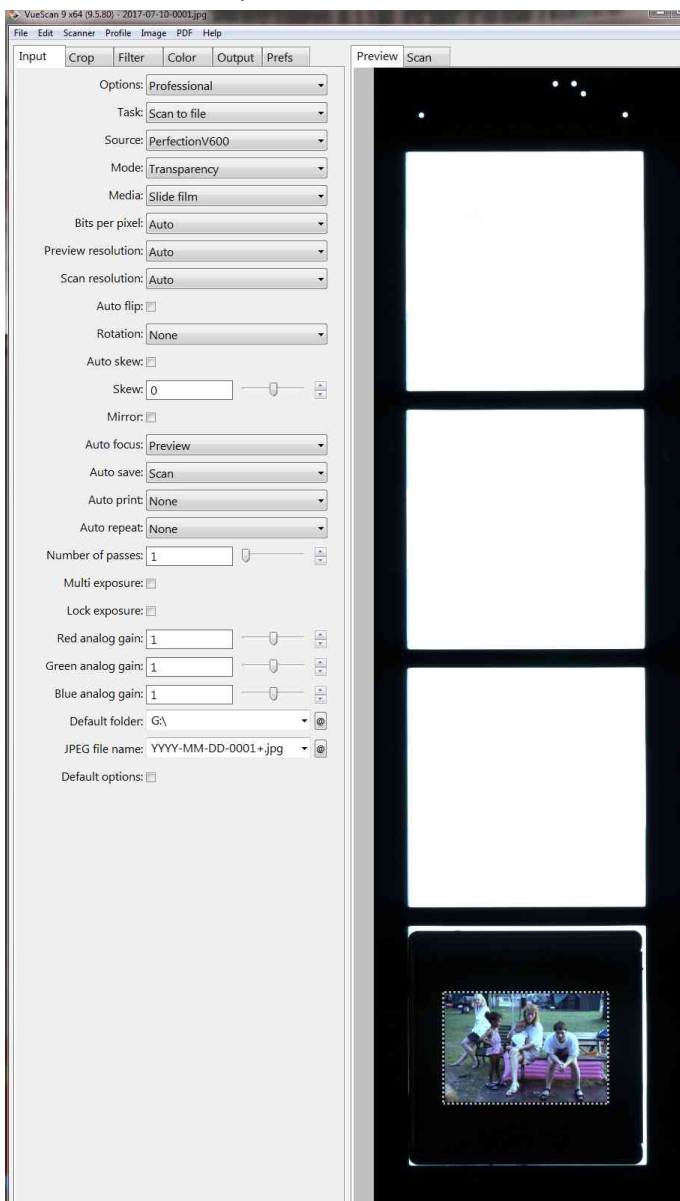
Other features you can control here include click on DEFAULT FOLDER if you want to define a different place to save the file to. Click on the JPEG file name: to change the default file name convention as well.

Now you're ready to scan!

**Step Seven:** Click on PREVIEW



It will execute a quick scan AND “auto select” what images are detected, like the example below:



You can MOUSE over the dotted line until to see a double sided arrow, HOLD DOWN the LEFT BUTTON and drag the dotted line to the outside line of the picture. Select carefully as it can affect the scan quality if you select outside the actual transparent media.

Once you’ve selected EXACTLY what you want scanned, now you can click on SCAN!

### **Step Eight:** Actually SCAN the photo

First, click on SCAN. The SCAN process looks and acts just like the PREVIEW process, except when a SCAN completes, it will launch the Windows Image Preview and you’ll see the scanned image. By default, the file is saved into C:\Users\cpage\Pictures

You can now do whatever you want with the pictures, including editing them inside Adobe Photoshop Elements 12 (on the HP computer or move files to the Alienware system for newer Photshop)

# How to Scan using the Epson Scan Program (HP only)

*Prerequisites: Why would you use this instead of the VueScan program? It's a matter of what you hope to achieve. The Epson Scan can produce excellent results, is easy to use, but not as flexible as the VueScan program.*

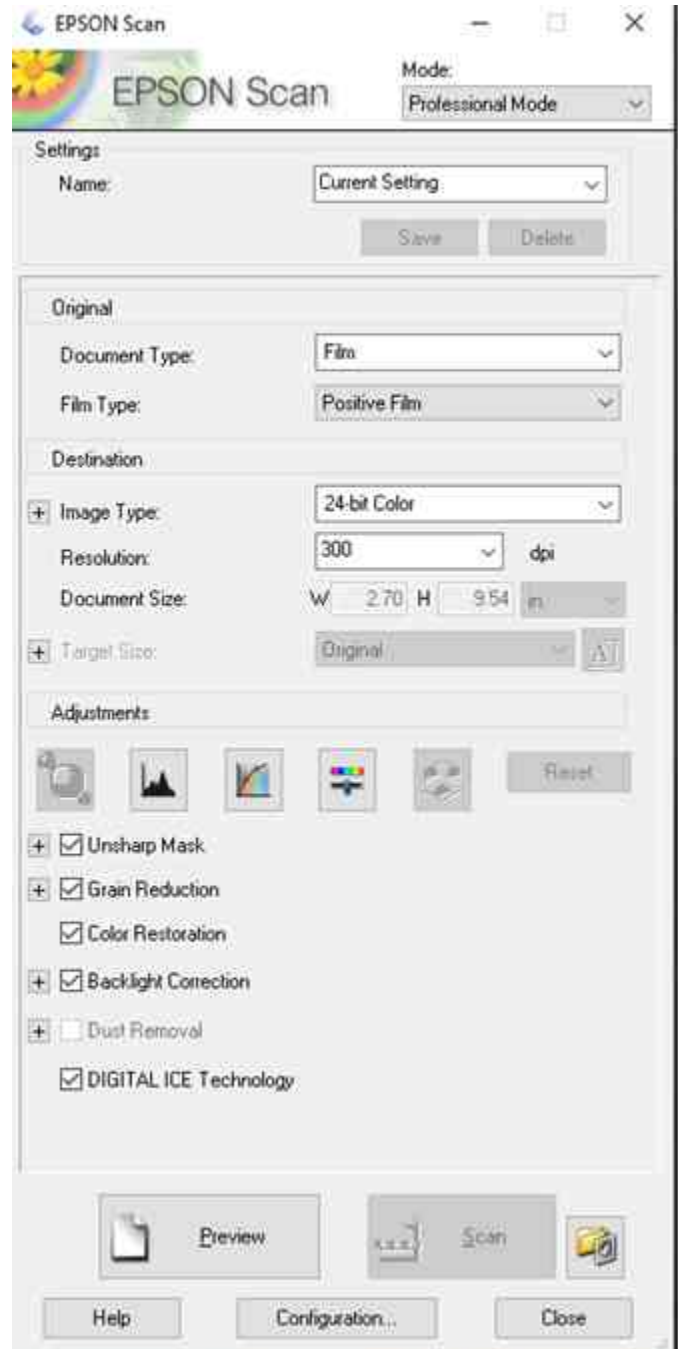
## Step One: Load the Epson Scan Program

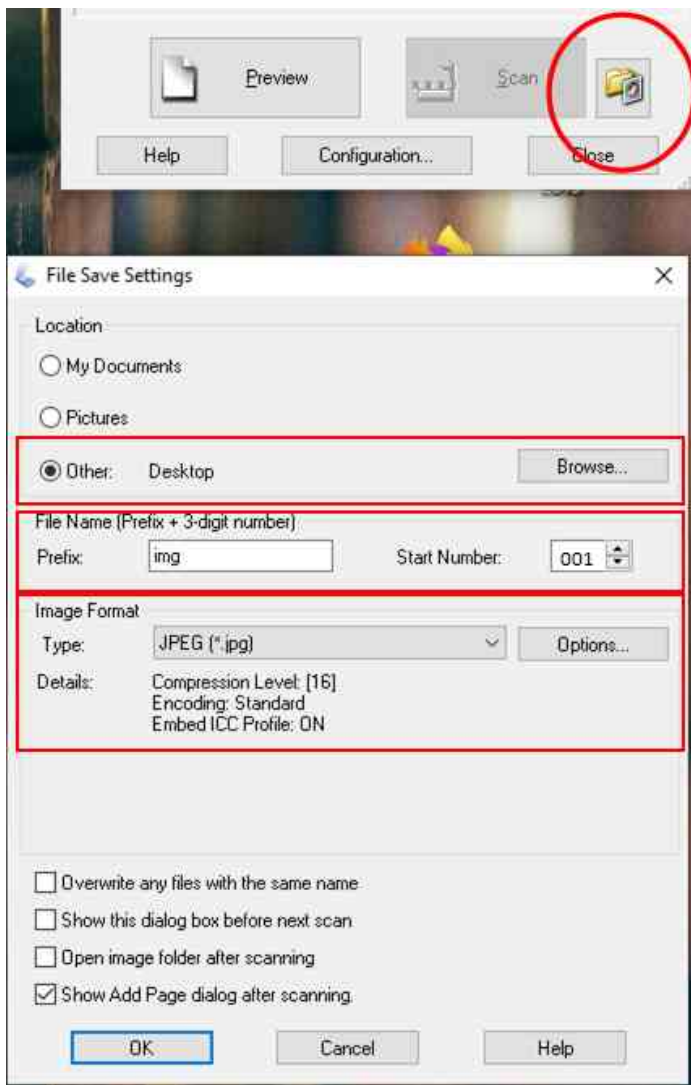


Click on the ICON on the desktop. This will open the program in a half-width window like the one illustrated to the right.

## Step Two:

Once opened, look for the FOLDER icon in the lower right of the Epson Scan window. This allows you to set your default folder for saving files, and what format you will save them into (generally, this is JPG)





**RECOMMENDED SETTINGS:**

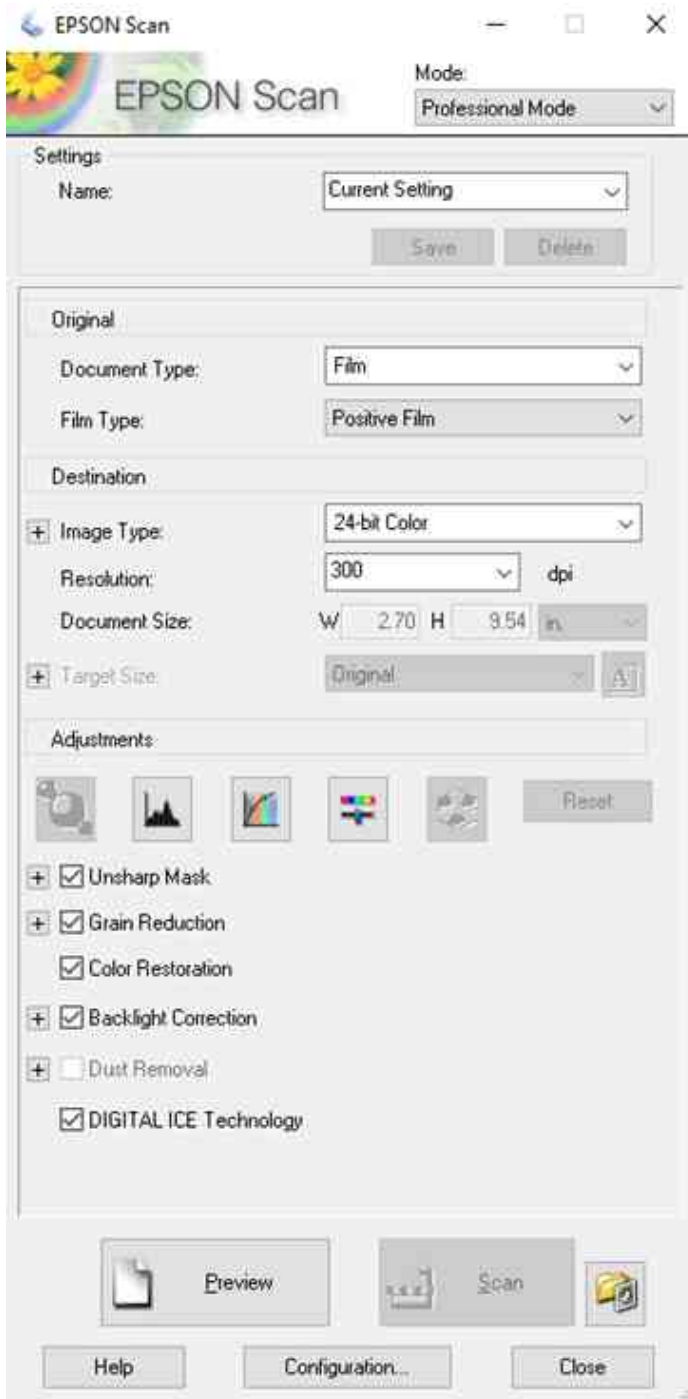
Save to the DESKTOP

Enter a Prefix and a Start Number—Example: img and 001

Set IMAGE FORMAT to JPG.

*You can set these to whatever you want.*

Click on OK



SELECT the Document TYPE.

If scanning paper, set to:

If scanning Slides or negatives, select FILM

Select your image quality. Default is 24-bit, 300dpi.

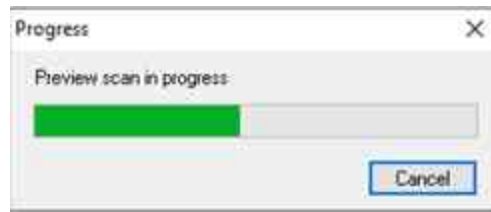
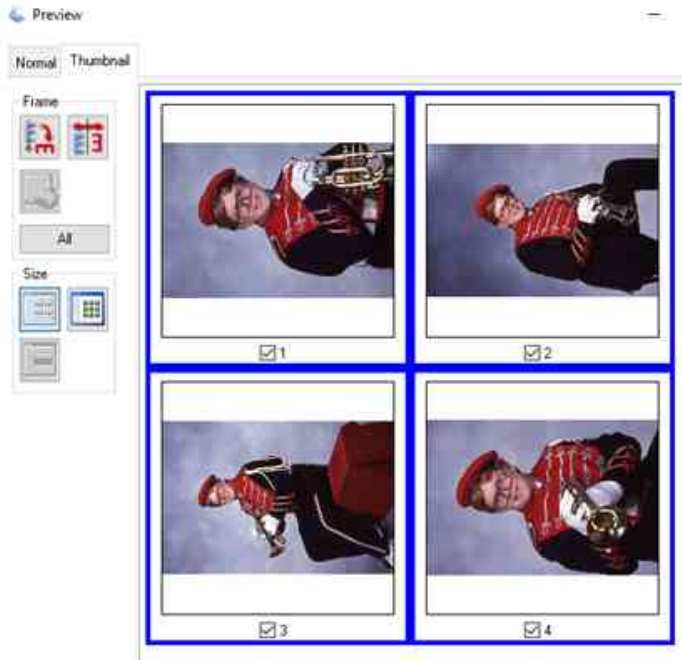
Remember, higher quality means LARGER files. 300 to 600dpi is useful for most applications.

Fine Tune your settings here. You might have to test which works best for what you are scanning. The settings shown are recommended for scanning 35mm slides and other transparent media types.

Now click on PREVIEW

This will execute a PREVIEW scan (not an actual scan) so you can see the slides BEFORE you scan.





When you click PREVIEW, the PREVIEW window opens up. It will show the progress of the PREVIEW scan as illustrated above...

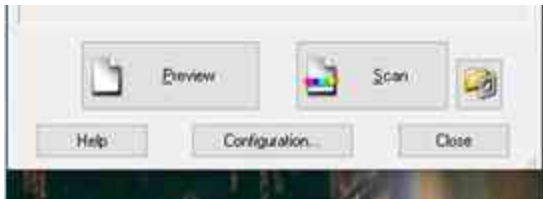
When completed, the scanned media or slides will appear as illustrated to the left.



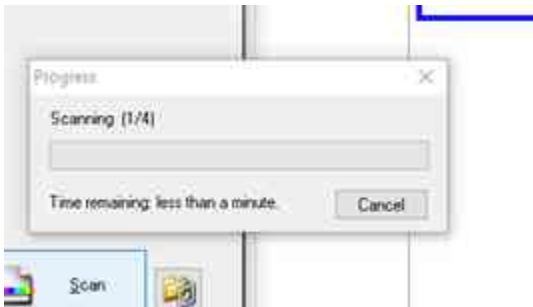
When the preview completes, you'll see the slides you loaded into the scanner. Or the images you scanned.

If multiple slides, click on ALL then click on either of the FRAME buttons. In this example, all the pictures are sideways... but if we click on the LEFT frame button (Arrow pointing down at the E), the images will rotate automatically. NOW we can SCAN!





Click on SCAN now

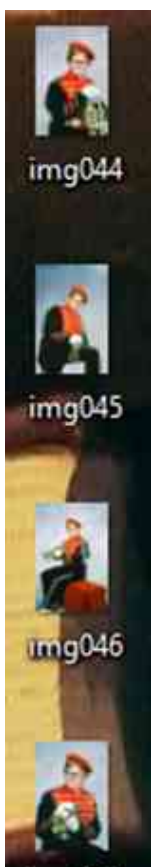


Scanning progress will be shown. It will progress by SLIDE (IF you are scanning multiple items) and by percentage.

If multiple slides, then it takes a bit. 4 slides @ 24 bit, 300dpi will take about 7 minutes to scan. Unlike with VueScan, this will be automatic. You can sit back and wait.



For illustration, this image shows the SCAN and PREVIEW side by side.



The files will be copied onto the desktop (or wherever you set it to save files to), and then can be copied to your USB Flash Drive or other portable media.

# How to Convert VHS to Electronic File (SIMPLE)

## Prerequisite(s):

You must have your VHS tape(s) on hand to begin. You are expected to know how to use a VHS player. You can use the remote or controls on the front.

## Step One:

Press the #3 on the 4 Port Switch Box, which is located on top of the Toshiba VHS/DVD Device.



## Step Two:

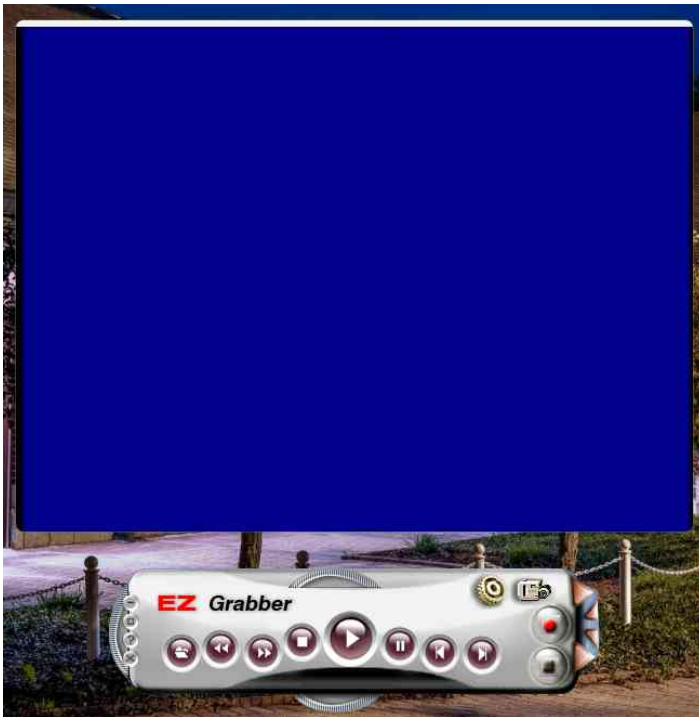
- Turn on the ASUS Monitor on the LEFT
- Insert VHS tape into the player.
- Press PLAY and your tape should start playing on the ASUS monitor.
- Figure out what you need to copy then sync your tape to where you intend to start recording.



## Step Three:

Start converting your VHS tape into MP4 Format

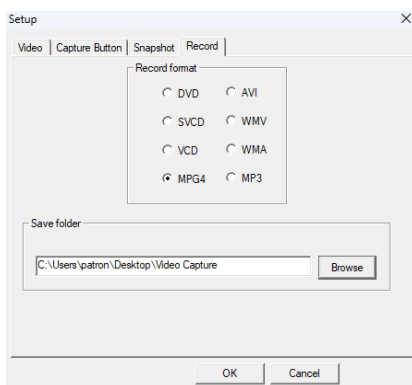
First, click on the **Ez Grabber** program



Once Ez Grabber is open (will look like the illustration to the left), locate the “Diamond One Touch Video Capture VC500” device (as illustrated below)



Press PLAY on the VHS then Press the REC button to begin the conversion process. The  button on the device will turn red



Fine Tuning the SETTINGS

If you want to ensure all settings for recording are correct...

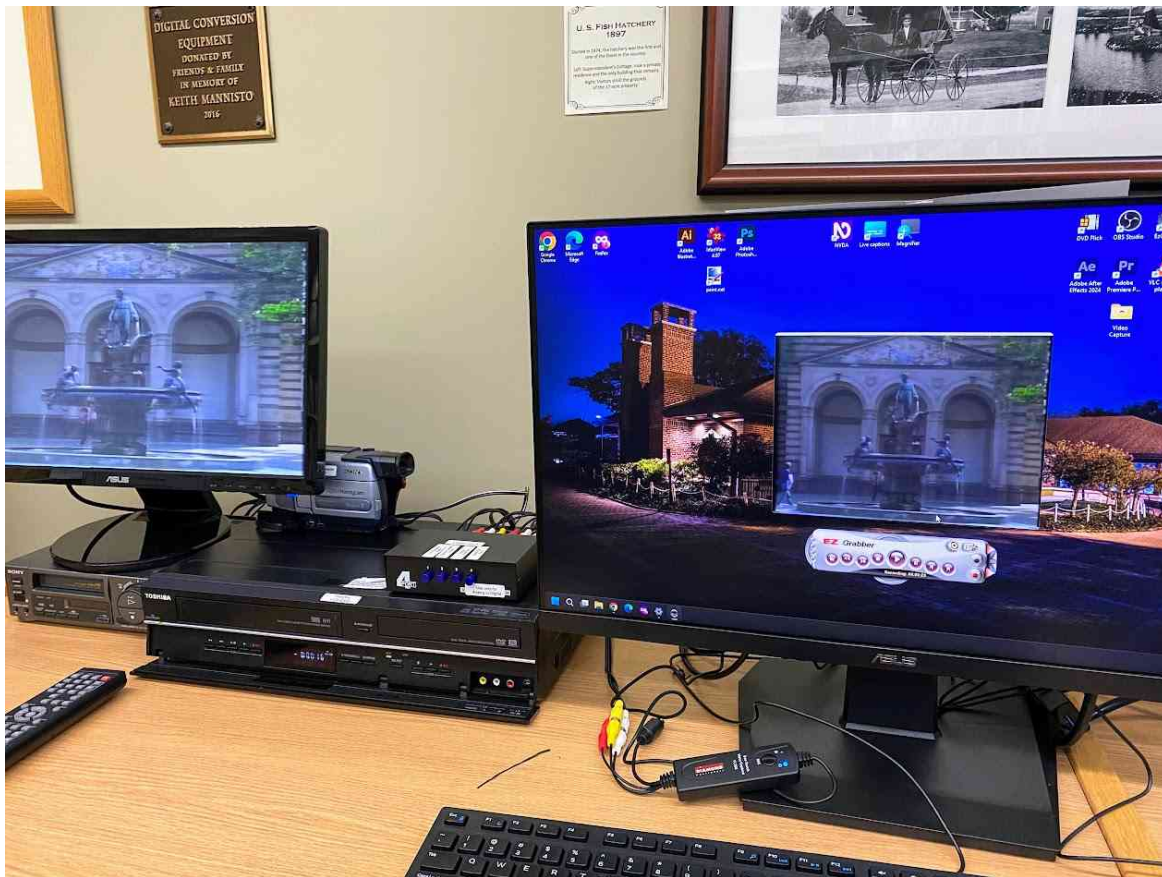
Click on the SETTINGS icon and then on RECORD. 

By default, the setting should be MPG4 and Save Folder is set as the VIDEO CAPTURE folder on the desktop. If you want to save DIRECTLY to a USB drive, change the SAVE FOLDER to your USB Flash or USB Hard Drive.

After you press the REC button, you will now need to wait.



You will see your VHS player on both the LEFT and RIGHT monitors.



Please, do not leave the room while your recording is running. It is a good idea to have a good book or a game on your smart phone. Something to keep occupied. Pay attention to the process. Tapes can get snowy, or even get caught inside the VHS player. Listen for squeaking, grinding or clicking noises which can indicate issues. Stop your session and contact Library staff IMMEDIATELY if you suspect something has gone wrong with your tape(s).

#### Step Four:

Monitoring and then Stopping your Recording



The yellow text on the EZ Grabber controls shows that your session is recording, and how long it has recorded for.



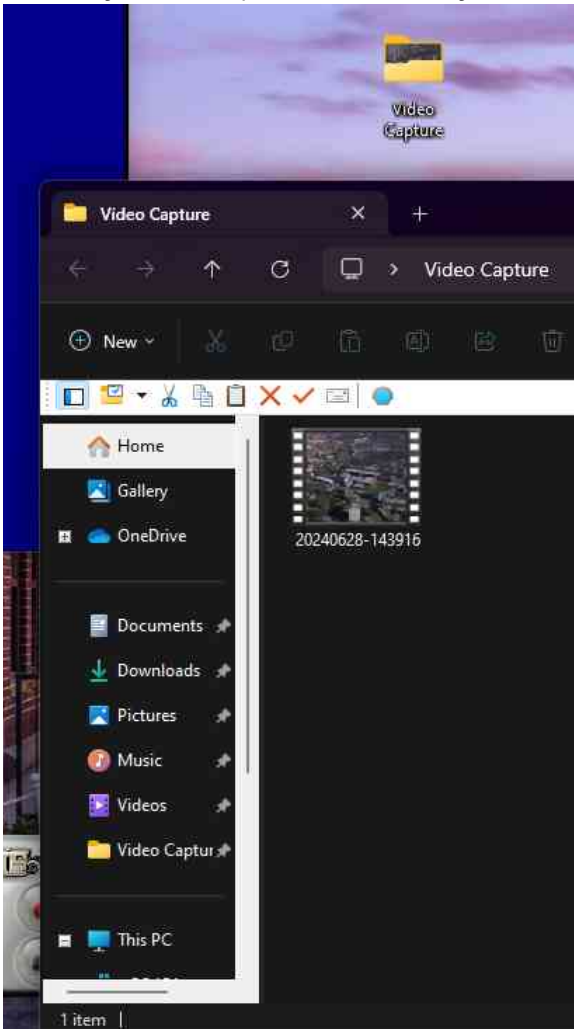
When you are done recording, click on the STOP icon (indicated in the illustration to the right)  
Note: the other buttons for Skip Forward, Skip End, Open File, PLAY, STOP, Fast Forward and Rewind do NOT work with the Library's setup so they are extraneous and not used for anything. The ONLY buttons on the EZ Grabber control panel that matter are the RECORD

button (lower right) and the SETTINGS button (upper right).

There is a SNAP SHOT feature included if you need a picture from a VHS tape as well.

### Step Five:

Locate your File (default directory for demonstration)



Double click on the Video Capture folder on the desktop

Your file should be sitting in the directory. The default file name is today's date and a military time stamp based on when you clicked the STOP button.

The recorded file is ready for use. It is an MP4 file.



# How to Convert 8mm Tape to Electronic File

The Library also has 8MM tape conversion available. We can convert from all of the following formats:



The Library also has 8MM tape conversion available. We can convert from all of the following formats:



8MM (Video8)  
Hi8  
(120 mins max, 480p)



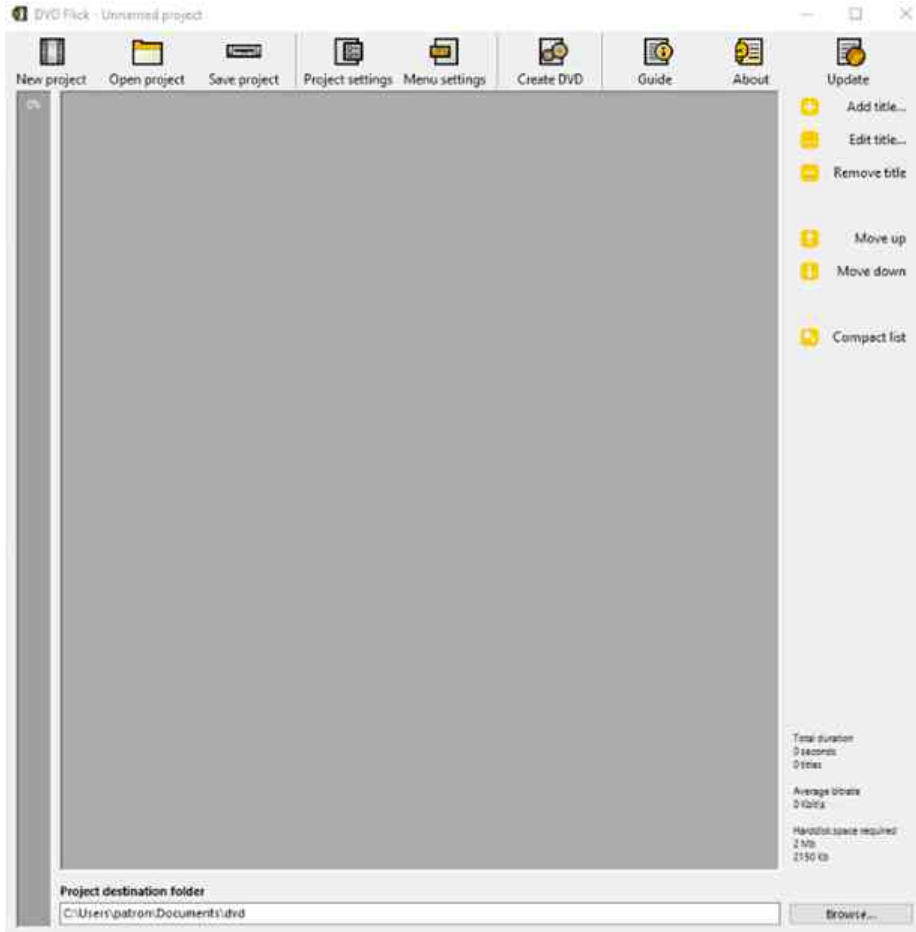
Digital8  
(60 mins max, 720p)



The process is the SAME as VHS to Electronic File, except you use the correct player for your 8MM tape. You also must select the right input using the 4port switch box AND the 8mm will only display on the RIGHT monitor.

# Use DVD Flick to write electronic file to DVD

The purpose of this document is to demonstrate how to use DVD Flick on the Digital Microfilm workstation to turn your MP4 or MOV files into a DVD playable on any DVD player.



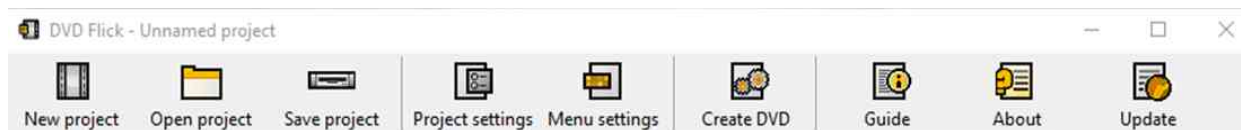
## Step One:

### Open up DVD Flick

Once DVD Flick is opened, you'll see a screen like the one illustrated to the left.



To start converting an MP4 or MOV file, it would be a good idea to copy it to the DESKTOP. You can leave it on your USB device, but it will be much more reliable on the desktop.



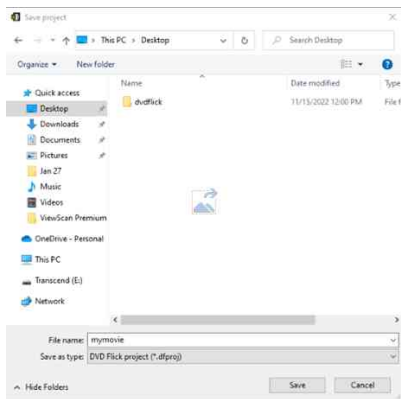
Now, click on NEW PROJECT.

Save this to the DESKTOP as well.

The Project file is required to execute the conversion process. Name this file anything you want.

Once the Project is created, click on PROJECT SETTINGS.



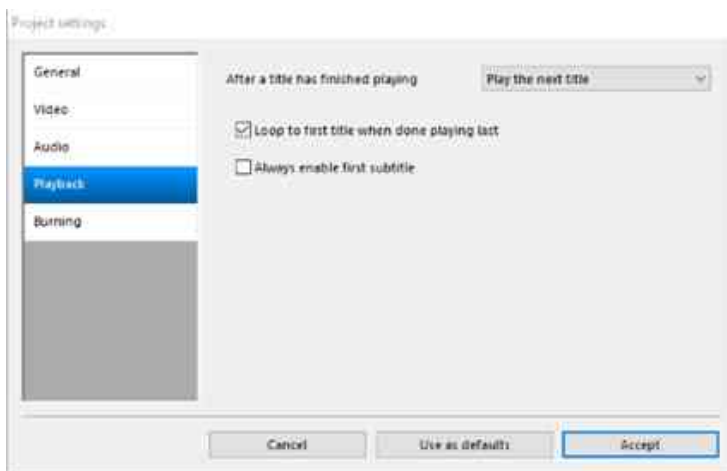
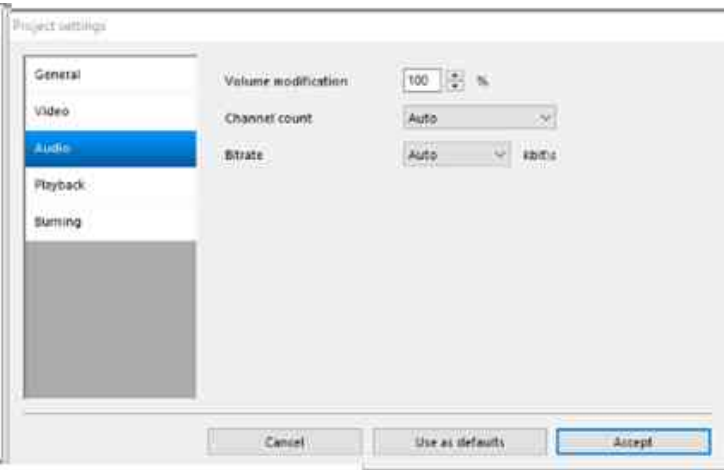
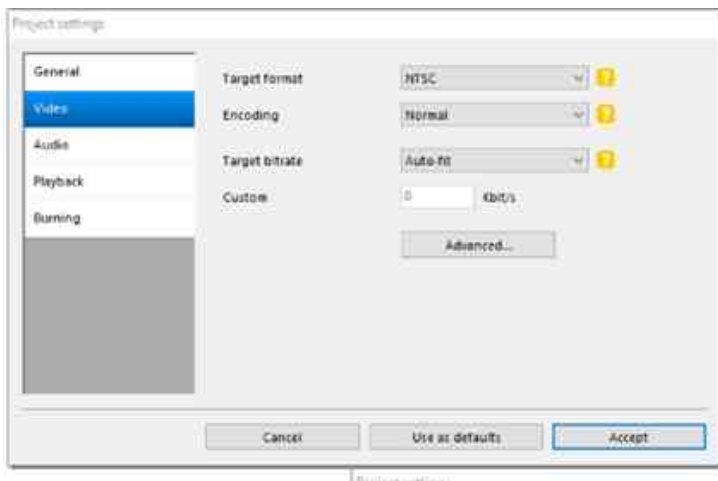


Once you have a project created, you can start making all the necessary settings.

Let's start with the GENERAL tab.

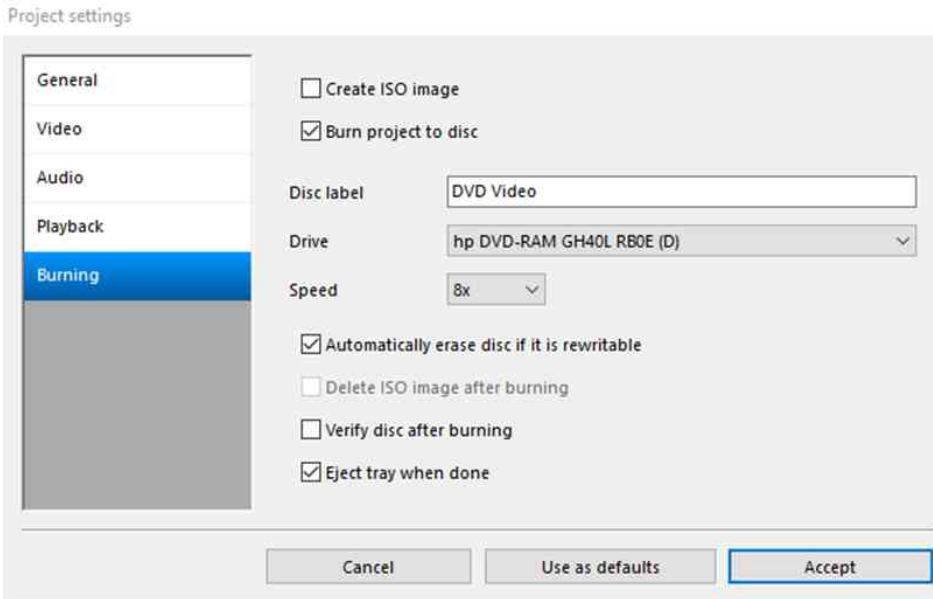
First, Write in a TITLE for your DVD

You do NOT need to change ANY of the settings here otherwise.



Now the VIDEO, AUDIO and PLAYBACK tabs.

There are no changes required here at all.



For the last tab, BURNING, you will want to ensure that BURN PROJECT TO DISC is checked, and also ensure that SPEED is set to 8x or higher. It defaults to 4x, which is slow. Do not go higher than 16x.

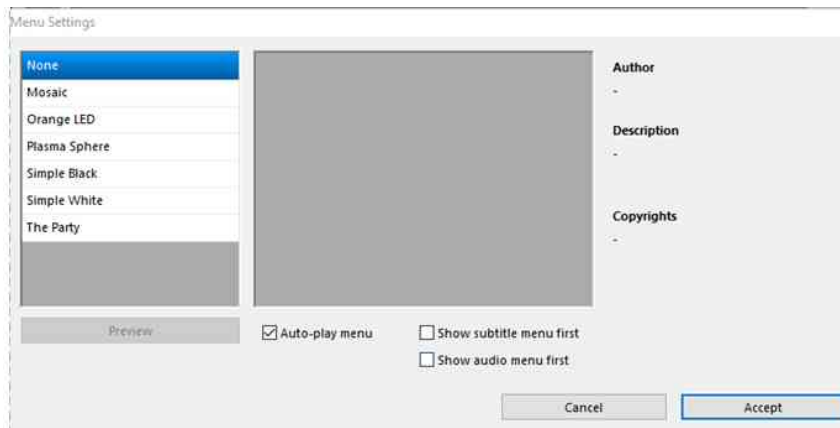
The DRIVE will always say the name of whichever DVD Drive you've plugged into the computer. The letter may vary.

Automatically Erase Disc if it is Rewritable is required if you're

using DVD/RW media.

Finally, make sure EJECT TRAY WHEN DONE is checked.

Click ACCEPT to start the process.



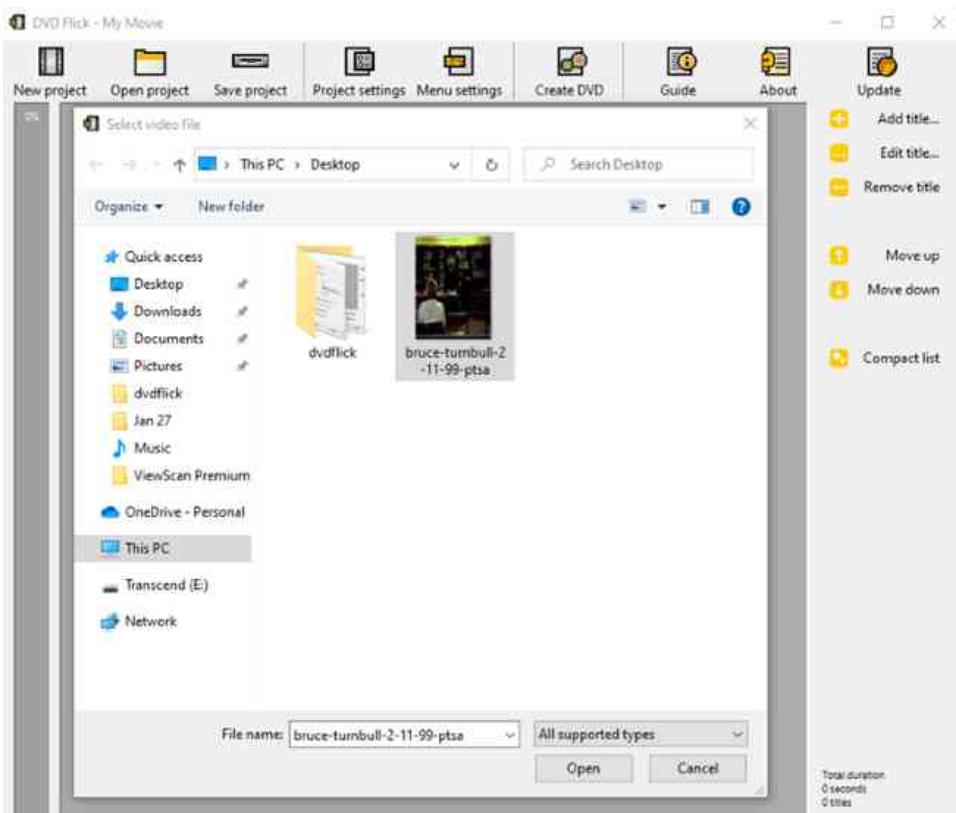
You will be prompted to design a MENU now.

You can leave this as NONE. That allows the disc to be inserted and played. No Menu provided.

Use MENU if you have MULTIPLE MP4 or MOV files that you are converting to DVD. This way, it will provide a MENU for the DVD player to

select which video to play.

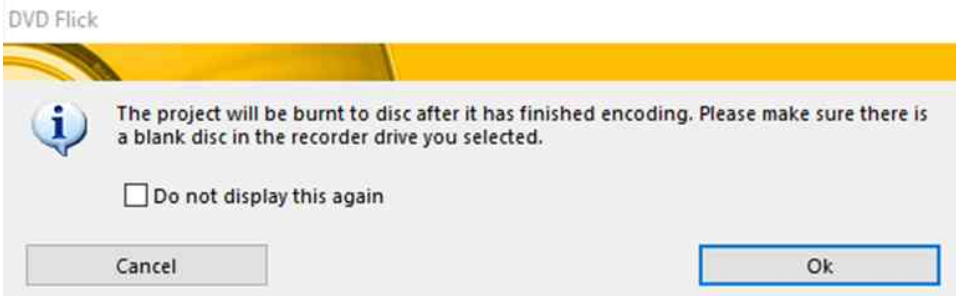
Click ACCEPT to move to the next step.



The next step is CREATE DVD

Click on CREATE DVD and then it will prompt you to select the VIDEO FILE (or FILES) you will be including.

To Select MULTIPLE FILES, hold down the CTRL key and click on each file you wish to include.



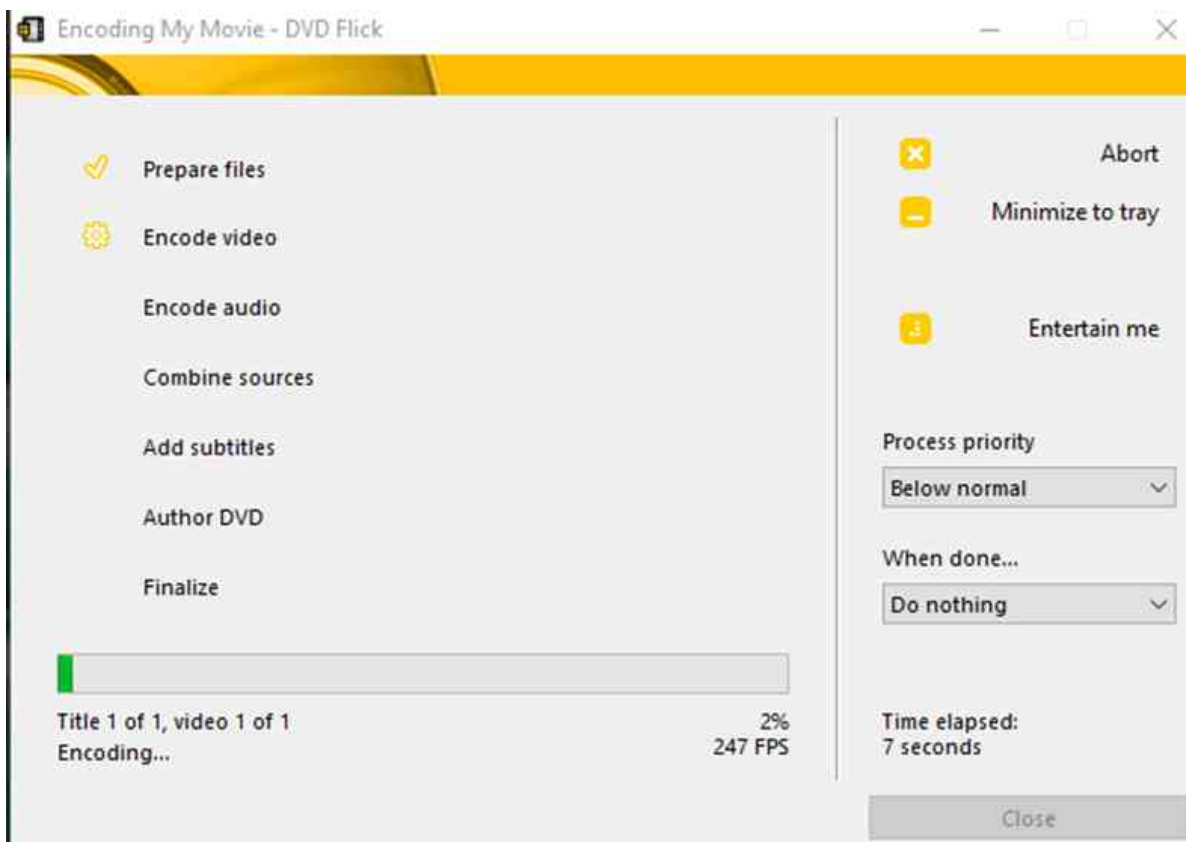
After selecting files, click on OPEN.

A pop up will warn you that the project will be burnt to disc after it has finished encoding.

Encoding is the act of converting

the Electronic File into "RAW" format, which is readable by DVD Players.

ENSURE you have a blank DVD in the drive BEFORE you click OK.



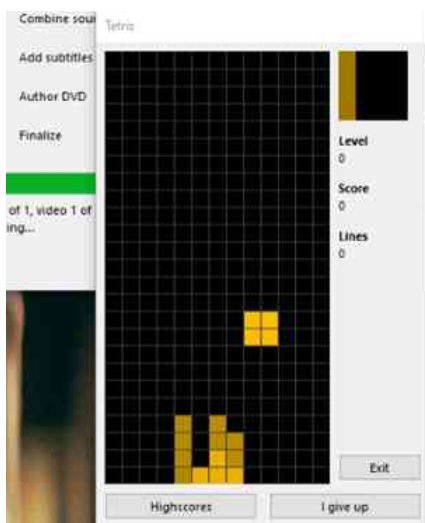
Now you wait.

A screen like the one to the above will pop up and demonstrate which step the process is on.

First, it will “ENCODE” the video, then the audio  
It will do this for EACH FILE provided.

Then it will “combine sources” and add Subtitles if applicable (not recommended at this time).

The rest of the settings are automatic. You will wait until the process is “finalized”.



You MAY click on ENTERTAIN ME and play TETRIS as you wait (as illustrated to the right)





When DVD Flick “finishes”, it will then open a program called IMGBURN.

IMG BURN actually WRITES the finalized product to DVD.

You can observe the progress of the final write to DVD by watching the “Complete” bar go from 0% to 100%. Buffer and Device Buffer will climb to 100% while the process is taking place.

It can take anywhere from 3 to 15 minutes for a DVD to complete the “burn” process.

Once complete, the DVD ejects and your “project” is finished.

Blank DVDs can be purchased at the Reference Desk from the IT Assistant (under the COMPUTER HELP sign for \$0.25 per Blank DVD.

# How to use the Book Edge Scanner (aka Plustek OpticBook a300 plus)

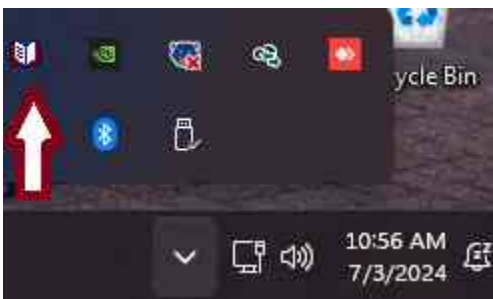
*Prerequisites: You should have PHOTOS, BOOKS, or DOCUMENTS to scan. This device is NOT intended for scanning transparencies.*

**Step One:** Open Book Pavilion

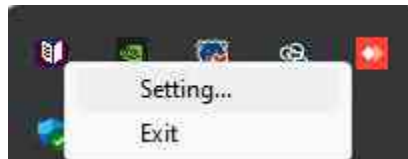


**Step Two:** Show the Book Pavilion Program

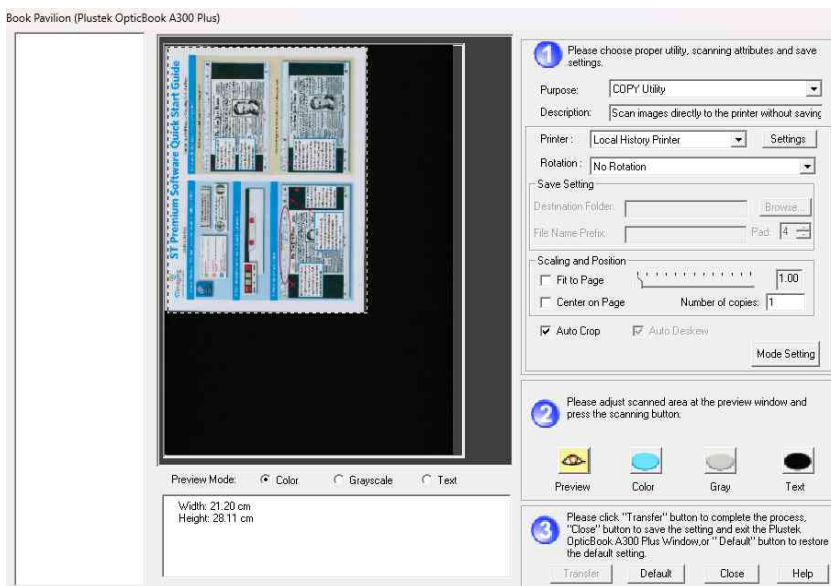
The program may “hide” in the lower right corner.



RIGHT click on the Icon and then LEFT click on Setting...



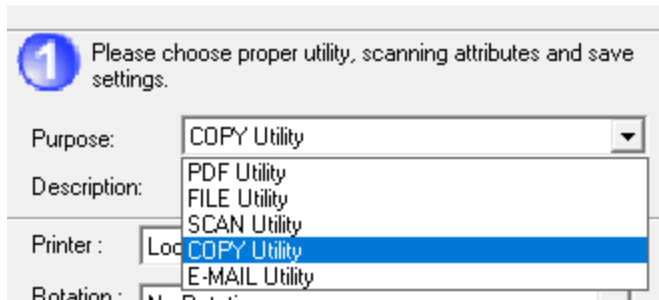
Then the Book Pavilion program should pop up.



It should automatically do a “preview” scan to show you what is on the scanner bed.

You can place ANYTHING on the scanner bed, including multiple pictures.

### Step Three: You should choose the UTILITY for operation:



PDF Scan will produce PDFs  
(good for documents and books)

FILE Utility will scan to an image file (JPG, BMP,  
PNG, TIF, PDF)

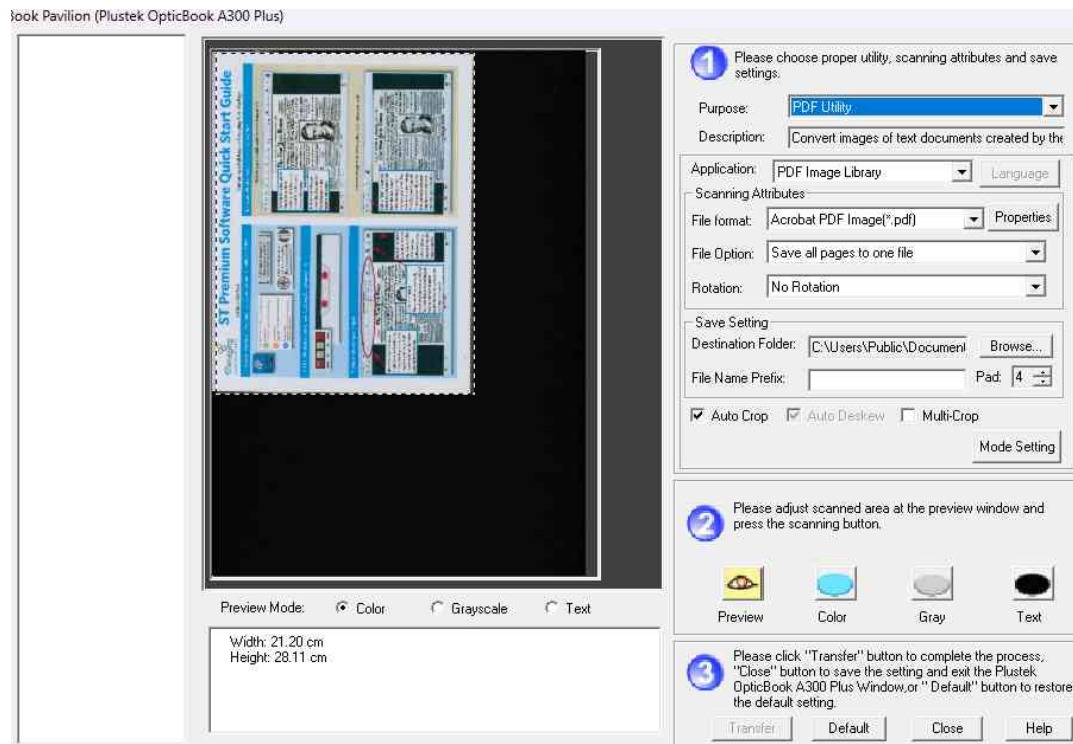
SCAN Utility will not only scan to a specified format,  
but also open it in MS Paint

COPY utility will copy anything scanned to the Local History Printer.  
(please do NOT abuse this service)

EMAIL utility is NOT AVAILABLE as it is a “personal” use service, and we cannot set up a person use service on a public computer. No assistance can be provided for this if you attempt to use it.

### Step Four: Basic Scanning How To

After you have selected your UTILITY, you can begin scanning. For the Basic How to, we will use PDF Utility. Remember the process is essentially the same for each UTILITY.



APPLICATION is PDF  
IMAGE LIBRARY.

FILE FORMAT is the  
format you wish to scan  
into. PDF or PDF/A are  
available for PDF Utility.  
PDF/A is preferable for  
long term archival files.

FILE OPTIONS  
includes “Save All  
Pages as One File” or  
“Save All Pages as  
Separate Files”

Under SAVE SETTING,  
you can choose where  
to save the file to. You

can and SHOULD save directly to a USB Flash Drive or Hard Drive. You can save to the desktop, but please remember to copy to your storage media. Once rebooted, your work is erased and cannot be recovered!

MODE setting lets you fine tune the scan. Dabble with these settings at your own risk. We recommend the base settings for almost all scans.

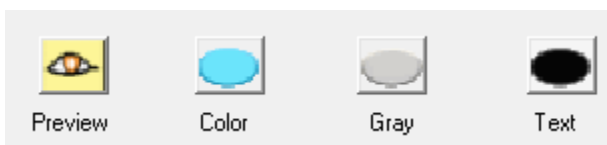
Section 2 is about adjusting the scanned area. You're basically setting COLOR, GREY or TEXT.

If you're scanning images, use COLOR.

If you're scanning DOCUMENTS, select GREY or TEXT.

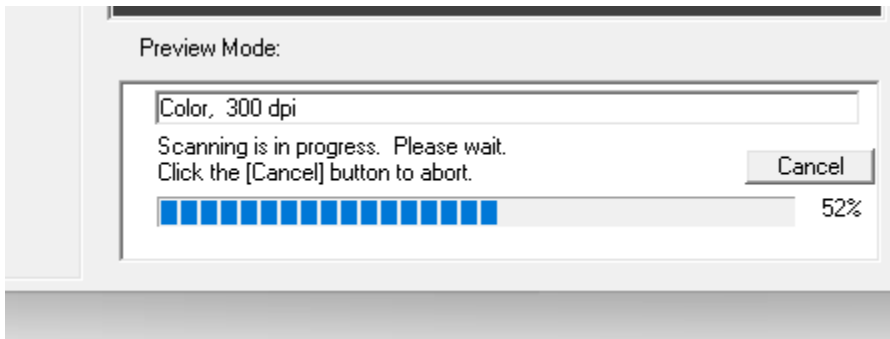
PREVIEW is used when you change the media on the scanner bed. It shows you exactly what will be scanned. The software intelligently attempts to outline what you are scanning. You can make adjustments using PREVIEW as well.

To actually execute your scan, CLICK on the "button" for the scan you want to execute:



(Note: You MIGHT need to press the PHYSICAL Preview button to wake the scanner up!)

When you press your scan type, it will begin scanning:

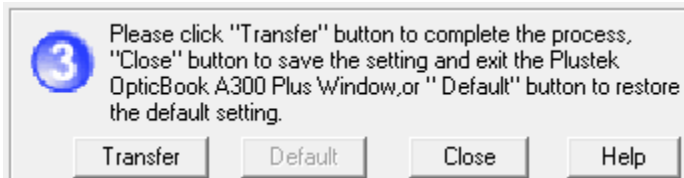


This activity is displayed, and you will hear the scanner operating and a light come on inside the scanner.

You can keep scanning more pages now. Just replace what you're scanning on the scanned bed, click PREVIEW then click on the scan type you want. You will see a display of your pages on the LEFT side (see example to the right)



When you have scanned all your pages, now you will want to TRANSFER the files



Click on TRANSFER and it will save the file(s) to the location you specified in the Save Setting/Destination Folder location in Section 1.

This will happen VERY quickly if you only have a few pages. Once it transfers the files, all the place holders on the left side will disappear and you are effectively done OR ready for a new scanning job.

**Step Five:** Differences between the UTILITY selection include:

FILE UTILITY outputs directly to different formats. Use FILE UTILITY especially for images! Scan quality defaults to 300dpi, and can be increased up to 600dpi using the "Mode Setting" (Resolution). This should cover almost all your photo scanning needs.

SCAN UTILITY will automatically open the photo editing software of your choice. The choices in the program are:

- Microsoft Paint
- Adobe Photoshop
- Paint.Net

This is very useful if you want to SCAN images and then immediately change them using photo editing software.

(MINIMAL assistance is provided by the Library when using any of these programs. They are provided for your convenience.)

COPY UTILITY does NOT create a file. Instead, it sends the scan(s) directly to the Local History Printer. We provide this for your convenience, and request that you NOT abuse it with a large number of copies. If the service is abused, we will remove it.

EMAIL UTILITY

This is not available for use.

## Step Six: Hardware Buttons



Located on the RIGHT side of the Scanner are 5 “quick” hardware buttons that perform the same functions as listed under Step 5 EXCEPT they’re “automatic”

You can also treat the PREVIEW button as the “wake up” button. If for any reason the Book Pavilion software does NOT respond, just press the PREVIEW buttons to “wake up” the scanner.

COLOR SCAN duplicates the SCAN + COLOR function

GREYSLACE SCAN duplicates the SCAN + GREY function

TEXT SCAN duplicates the SCAN + TEXT function



# Adobe Creative Suite - Menu of Choices

*Prerequisites: This machine includes the Adobe Creative Suite. The library does not provide a manual nor support for using these programs. If you know how to use them, they are there for you to use.*

1. Photoshop  
An Advanced Image Editor that can save in almost any format
2. Illustrator  
Create Designs, Icons, etc
3. InDesign  
Make eBooks, papers, flyers, interactive PDFs and more
4. Premiere Pro  
A video editing program with extremely advanced features
5. After Effects  
Add Titles, Transitions, and more to videos
6. Media Encoder  
Used to encode video and audio files to different formats

# Using the Wolverine Movie Maker Pro

*Prerequisites: You should have 8MM or Super8MM reel to reel film. This process does not cover 8MM video cassette formats in any way, shape, form or fashion. You must obtain a 32GB or smaller SD Card to save your work to. You can request an adapter from the Library Staff to transfer onto USB storage media AFTER your conversion is completed.*

The goal of this overview is to show a step by step of how to use the Movie Maker Pro. The MovieMaker Pro is designed to convert 8mm and Super 8mm reel to reel films to MP4 files which must be saved to an SD card.

Please note it may be necessary to get one of the Library's study rooms to use this device, as it can be "loud" to use. If you may end up disturbing someone studying in the Local History Room, please consider requesting a Study Room at the Reference Desk BEFORE you begin.

## Step One: Remove from the Box



Relevant parts include the MovieMaker Pro itself, the 5" Reel (aka Take Up Reel), the Power Adapter, and the reel adapter. There is also a cleaning brush included in the kit.

(This illustration shows a RED ADAPTER, but that was LOST previously and is NOT REQUIRED.)

Use the GREY ADAPTER instead)

Remove all items from box, and ensure you have your source reel (3" 5" or 7" maximum reel size) and at least a 32GB SD card.

**Step Two:** Load your 8MM film reel



Connect your film reel to the MovieMaker Pro as demonstrated to the left.

(note: use the GREY ADAPTER red reel adapter required)

**Step Three:** Open the Hatch



Ensure the "HATCH" is open by sliding the tab to the left as illustrated with the white arrow.

#### Step Four: Prep your Takeup Reel



Place end of leader film into the notch marked "INSERT FILM HERE" and then rotate your takeup reel lightly counter clockwise a few times.

Then, connect that to the right side reel connector. You do not need to use a reel adapter for the takeup reel.

Your setup should now look like the illustration below. The next step is to run the film into the projection pathway.





## Step Five: Set the film into the pathway (tension)



Note the dotted lines. Wrap film loosely and carefully to follow the pathway as illustrated above. The film should be comfortably loose at this point.

Then, close the hatch, as illustrated below. This step is necessary and required. The device cannot work with the hatch open!



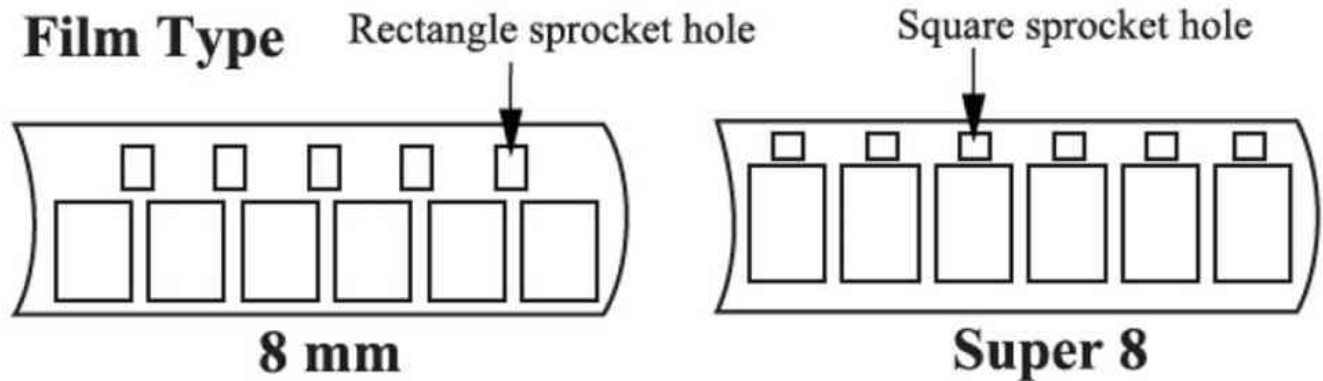
## Step Six: Power and SD Card



In the back of the Wolverine Movie Maker Pro, plug in the power cable and the SD card as shown below.

Press the SD card until it is firmly seated. SD card is inserted label side up.

The illustration below demonstrates how to tell the difference between 8mm and Super 8 film. It is very important you know which film type you have before the next step!



**Step Seven: RECORD!**



- A. Press the POWER button. The screen will come up with the menu shown above.
- B. Press the ENTER button.

- C. Screen shows a prompt to select the correct film type. There's a slider switch below.



- D. The device is now recording. It advances ONE slide at a time through the film reel. You will see a screen with the content of the film showing.
- E. Now you wait. A 3" reel can take 20 minutes to complete.

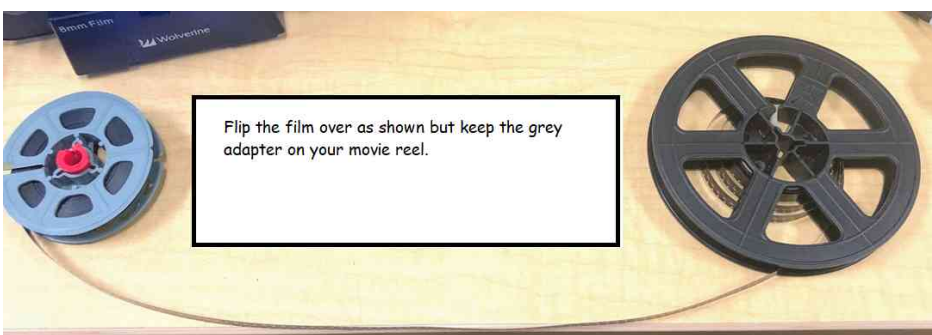


## Step Eight: End Recording

To END a record, just press the ENTER button, which is also a START/STOP button. You can end recordings before the reel is complete if you so choose. Remove your SD card after recording is completed (unless you intended to record another reel!)



## Step Nine: Rewind Reel





Select REWIND using the ARROW KEYS on the keypad.

(down twice, then press ENTER)



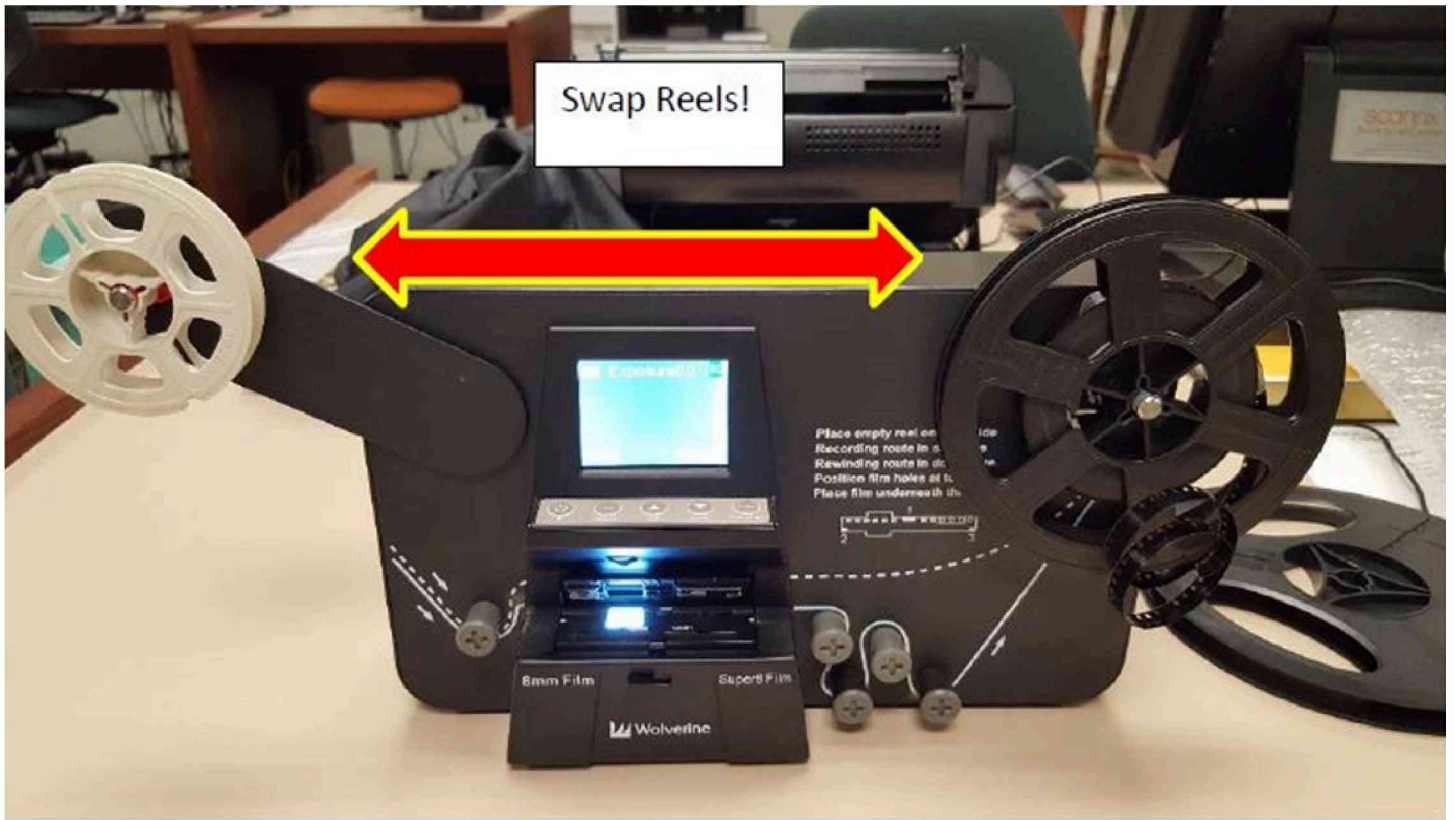
You MAY get a prompt for removing the film and swapping the reels even after you have done so. As long as you have swapped the reels, press ENTER while GO is selected.

Rewind will run now. It is NOT a super fast rewind device. It may take a minute or two. Once it completes, you must press the ENTER (Start/Stop) button to stop the rewinding action.



Before ending your session, please ensure you have ejected and removed your SD Card from the back of the unit!

Place all items back in the box (the way they were when you got the box) and return to the Reference Desk when you are done.



Remove your reel from the device and put everything back in the box when completed.

Thanks for using the Northville District Library!

Thread under the left knob, over and across the film tray, and into the source film. Turn counterclockwise a few turns to secure.



# Using OBS to Import Video from VHS and 8mm Cassette (ADVANCED)

The purpose of this section of the manual is to describe how to use OBS as your conversion software instead of EZ Grabber. Recording quality may be better with OBS vs. EZ Grabber, and you will have much more control over fine tuning your image and audio quality. This

First, as OBS Studio recording is NOT the default/SIMPLE method, you will need to move the MASTER COMPOSITE connections from the DIAMOND VC500 to the COMP to HDMI CONVERTER.



← Remove each the YELLOW, WHITE and RED male connectors from the DIAMOND VC500.

Then plugin in those to the YELLOW, WHITE and RED female ports on the COMP to HDMI CONVERTER. →



**YOU MUST REWIRE AS INDICATED ABOVE BEFORE YOU CAN PROCEED. STAFF CAN ASSIST IF YOU DO NOT FEEL COMFORTABLE WITH THIS STEP.**

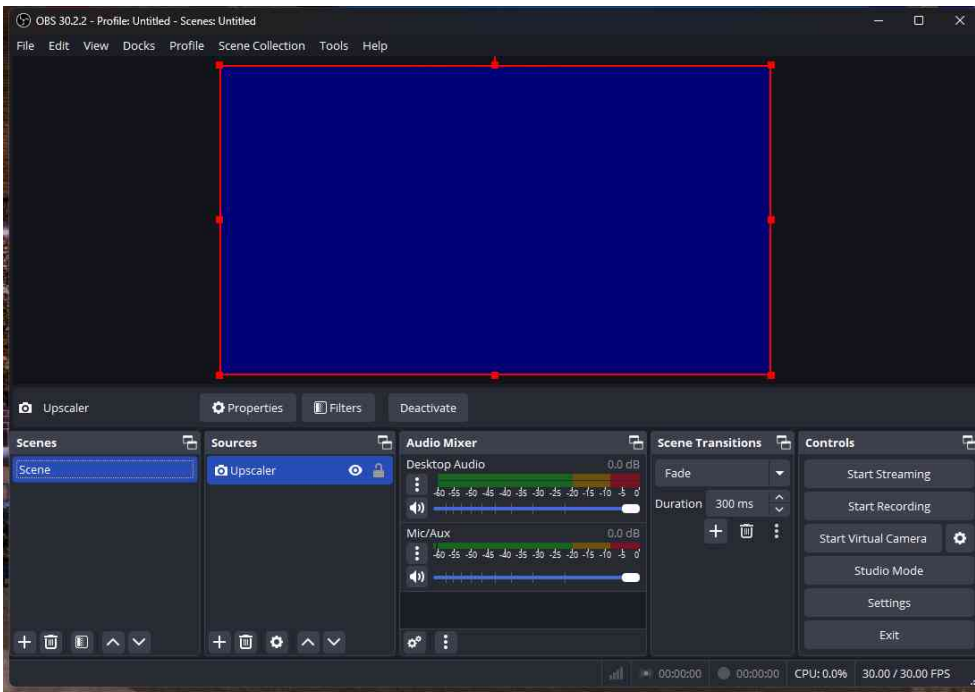
*Once wiring has been completed, you can proceed to using OBS Studio.*



## Step One:

Open OBS Studio

Double Click to open the OBS Studio program



You will see OBS Studio open up. This program updates very often. If it prompts you to run an update, **DO NOT RUN AN UPDATE**. Only Library Staff can do this.

The relevant section to look at is the **SOURCES**.

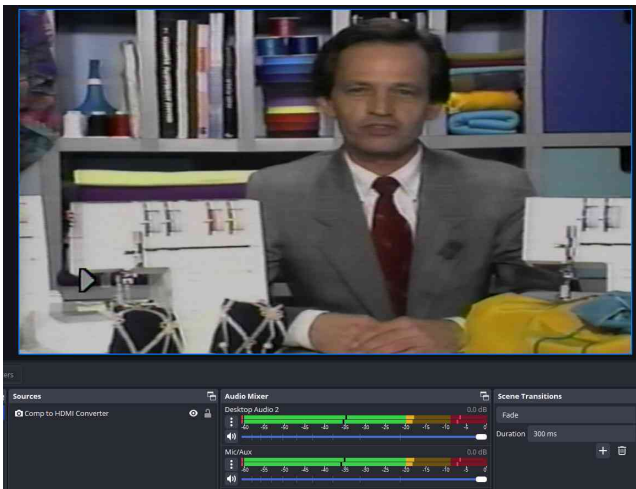
You should see the following source available:

*Comp to HDMI Converter*

Insert your tape into the VHS/DVD or 8mm device. Make sure the correct setting has been selected on the 4port analog

switchbox for your chosen media then press play.

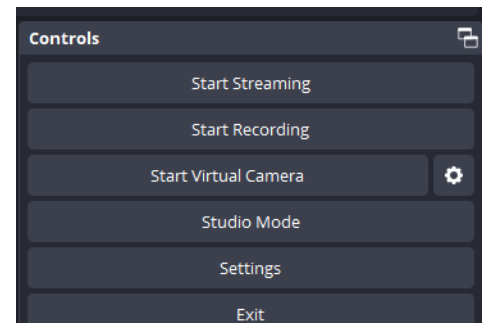
You should now see the video on the OBS Studio display:

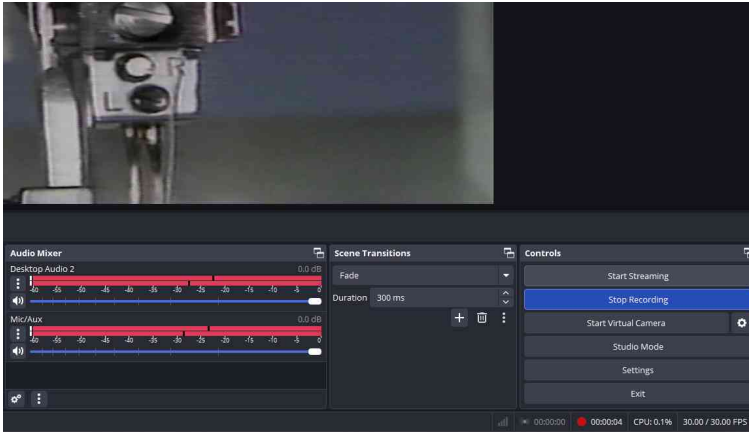


You can **STOP** your video and cue things up for recording now if you wish before proceeding.

On the **RIGHT** side of the OBS Studio display is a menu for **CONTROLS**.

To begin, cue up your video then press play and **THEN** click on **START RECORDING**.





You will see the button now say STOP RECORDING. This is the button you use when you have completed the recording

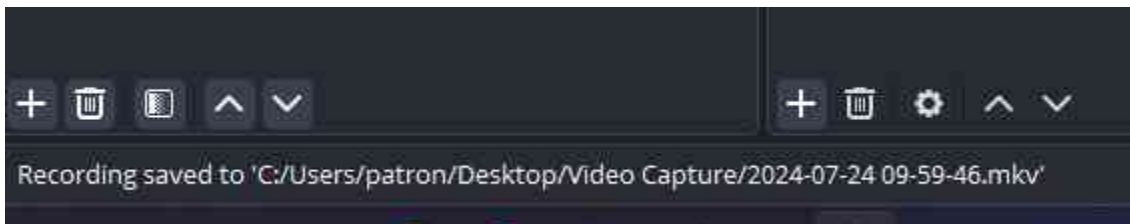
If you've plugged in HEADPHONES:

You will hear the audio.

If you haven't plugged in headphones, don't worry. Just watch the AUDIO MIXER bars which indicate that sound is active.



When you STOP recording, just click on the STOP RECORDING button. In the lower LEFT corner, you will see the system advise where your recording is saved:



All recordings are saved by default into the VIDEO CAPTURE directory which is directly accessible from the desktop!

OBS records by default to MKV format. File is about "medium". If you need smaller files, you can process them into MP4 with Handbrake. Or use the "simple method" with EZ Grabber and the Diamond VC 500 device. Quality is not as good with EZ Grabber.

Please be certain to COPY your videos to appropriate storage media when completed.

There are MUCH more complex settings available in OBS, which you are free to use, but we do not support more complex settings directly. You should arrange a Tech Xpert session if you need a more in depth understanding of OBS.