Northville District Library
Digital Conversion Manual

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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

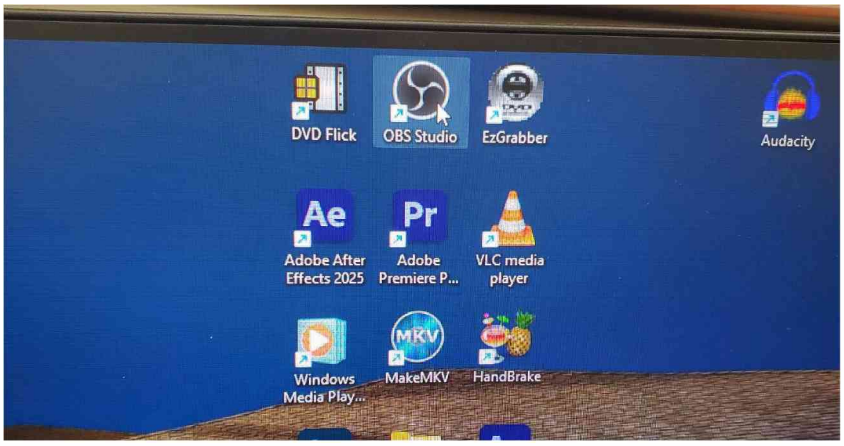
Prerequisite: You need to have your source VHS tape and blank DVDs for this process. If you don't have any blank DVDs, you can buy some from the Information Desk for $0.25.

Step One: Locate the LG VHS / DVD player and its remote control.
(ask the Information Desk for the VHS to DVD bag which contains the remote control)

Step Two: Turn on the device, then select "VCR" with either the remote control, or the "DVD/VCR" button. A red light underneath the words "VHS" should light up.

Step Three: To view the screen of the VHS/DVD player, open OBS Studio on the computer.

Make sure Port 3 is selected on the Port Switch Box, and all 3 Composite cables are plugged into the HDMI Video Converter.



Step Four: Insert your VHS tape into the VHS slot, and a blank DVD into the DVD slot.

Blank DVD 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: Use the remote control to navigate to where you would like to record from on the VHS tape, then press STOP. If you would like to record from the beginning, you can press the RETURN button on the remote control.

Step Five: Sound: please note that sound WILL NOT PLAY while you use the 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 DUB button on the DVD/VHS device OR on DUBBING 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.

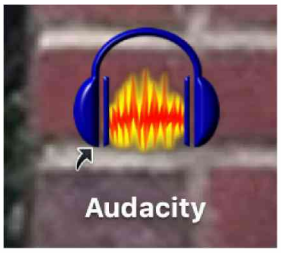
Step Nine: Press STOP to end the process when your tape concludes OR you have reached the end of content you wish to record. Your DVD is playable instantly on any US coded VHS.

Converting an old Phono Record to MP3

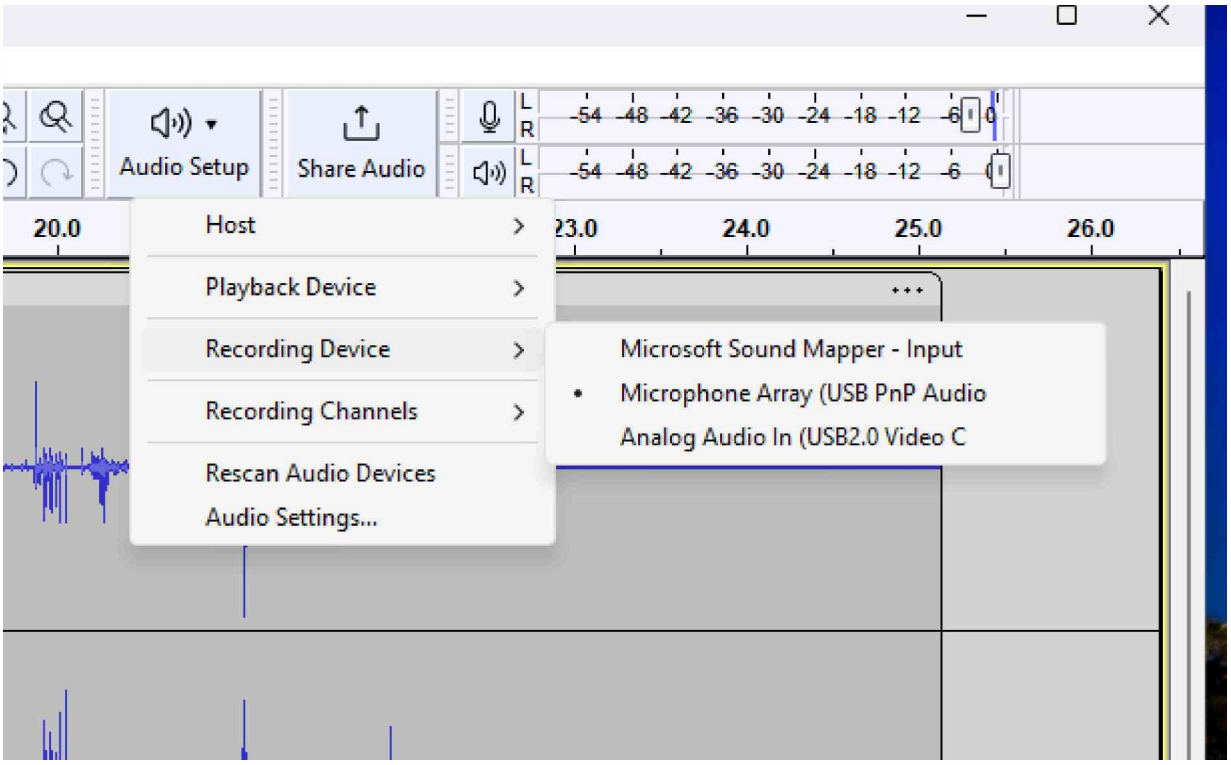
Prerequisites: Ensure you have an OLD phono record, and that you also request the JENSEN PHONO PLAYER from the Reference Desk.

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

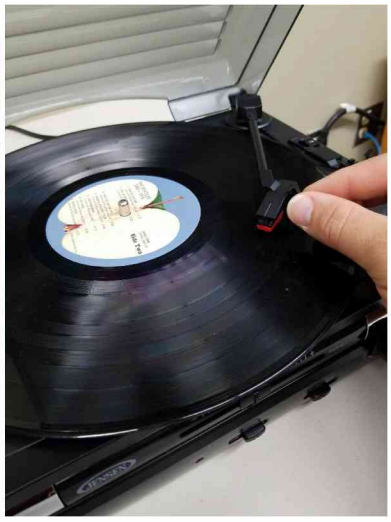
Step Two: Load the AUDACITY software.

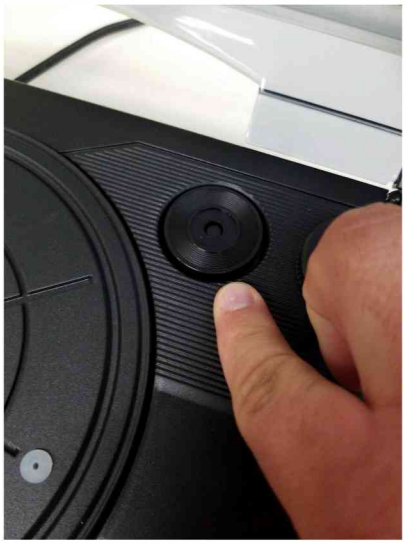


Step Three: To assign the RECORDING DEVICE
Look for the AUDIO SETUP button, select RECORDING DEVICE and then click on MICROPHONE ARRAY (USB PnP Audio.

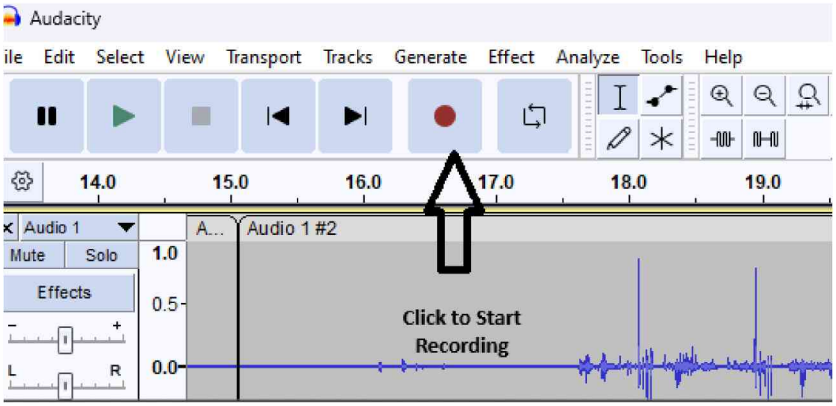


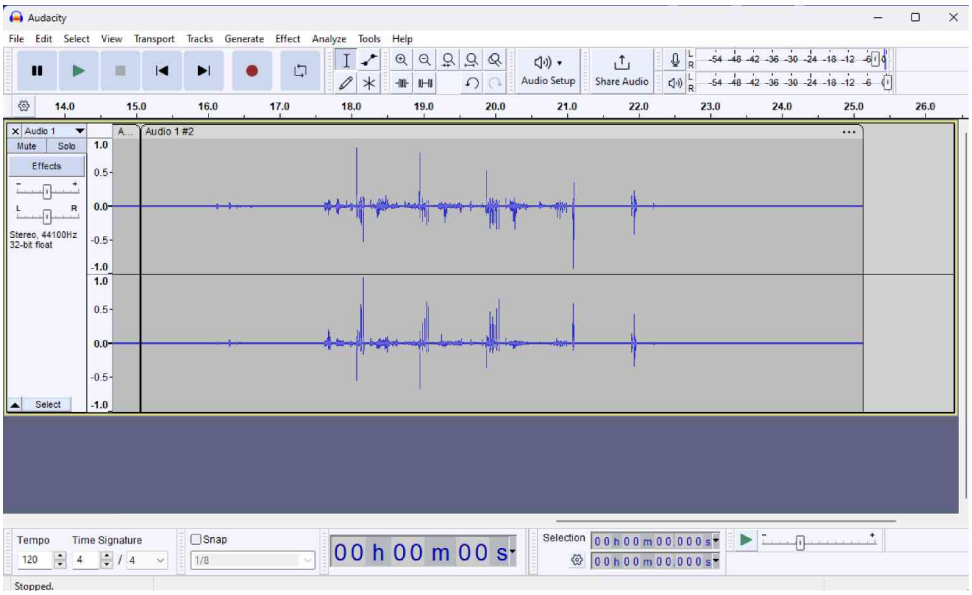
Step Four: Cue up the track on the record you wish to record. It is best to position the arm first before turning on the turntable so that you can get the arm in position before you start recording. If you wish to use a 45 rpm record, you will need the 45 adapter located on the turntable. Make sure the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





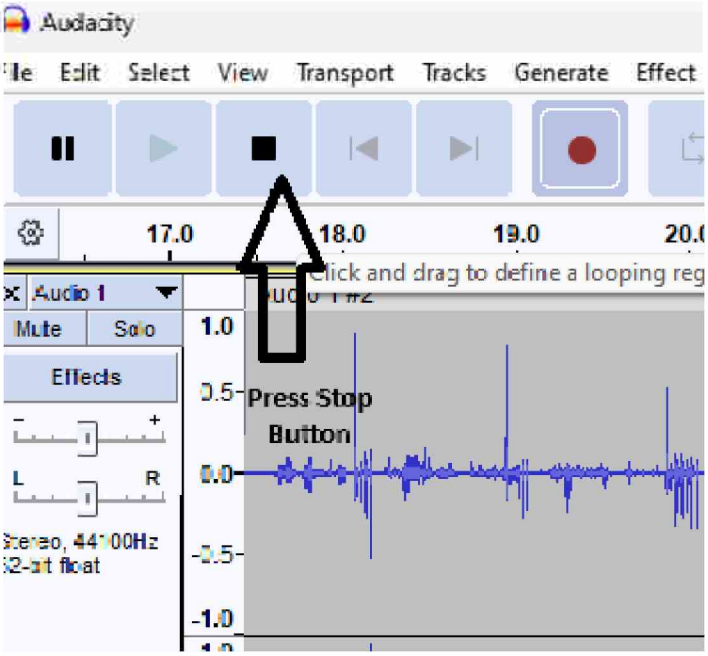
Step Five: When the track is queued up, press the record button in the AUDACITY program, then turn on the POWER of the JENSEN PHONO PLAYER. The turntable should then start spinning, and record activity will be shown on the AUDACITY screen.



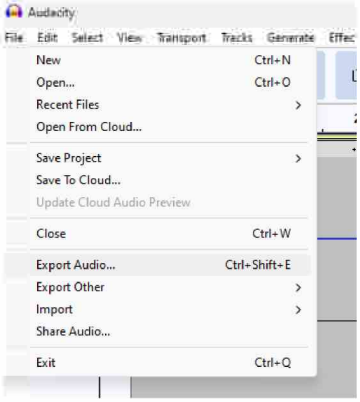


Step Six: Monitor the WHOLE TRACK. You CAN plug in headphones during this to the JENSEN PHONO PLAYER. DO NOT turn the volume up all the way.

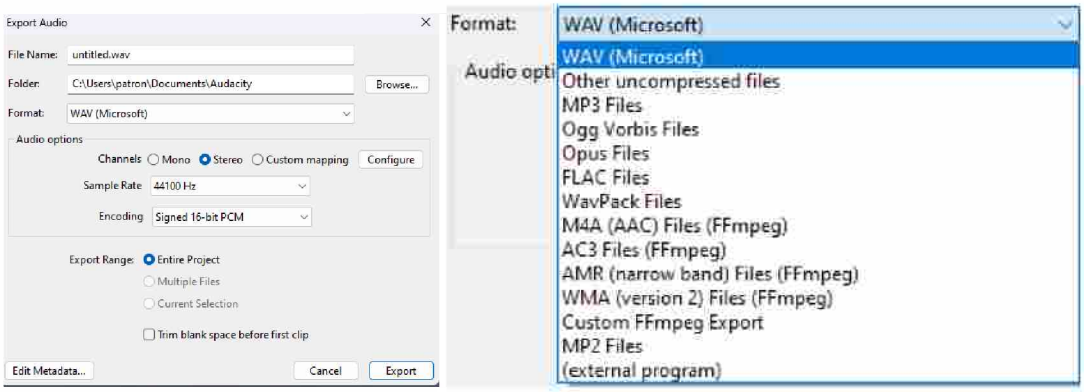
Step Seven: press the STOP (Black Square) button to end the recording. If you wanted to record an entire album as a single audio track, you can let it run till the end. THIS IS NOT RECOMMENDED.



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.



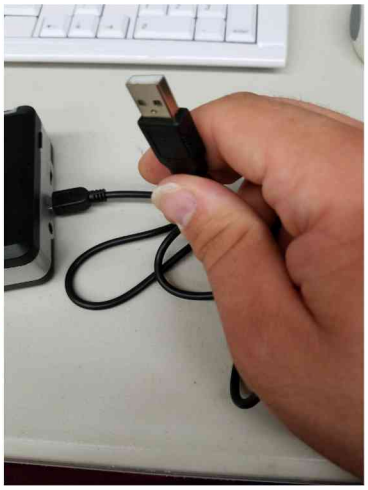
If you save to desktop, REMEMBER TO COPY TO EXTERNAL USB or Micro SD MEDIA OR YOUR WORK WILL BE LOST ON REBOOT.

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.



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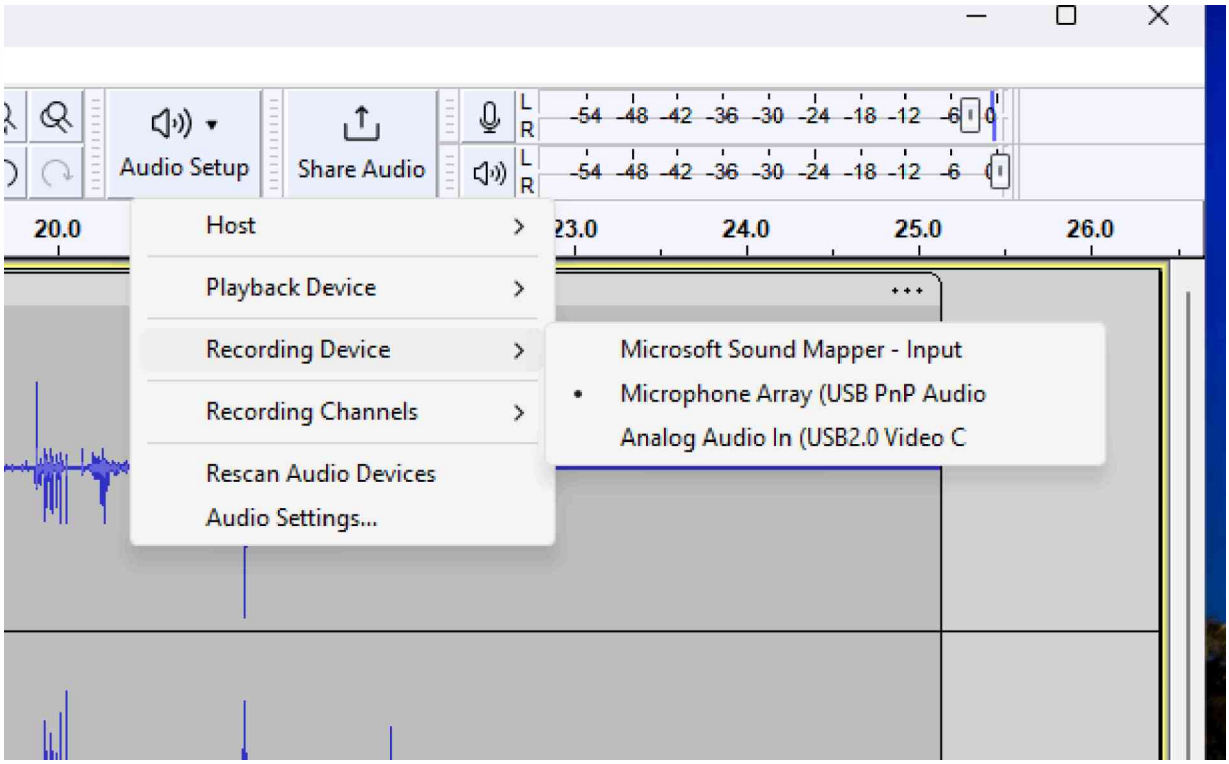
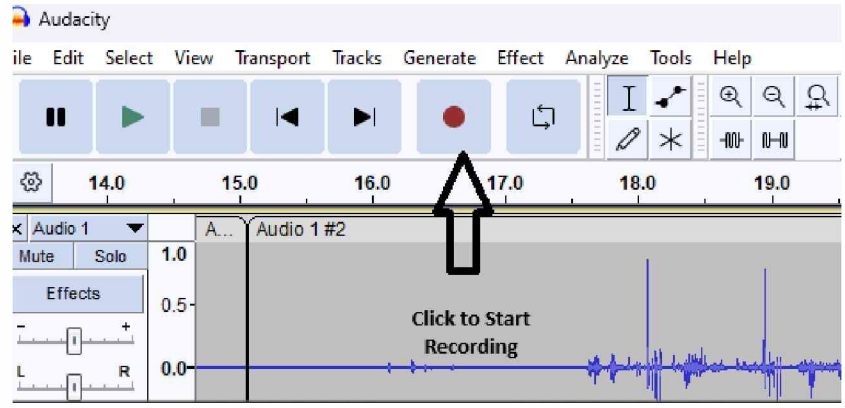


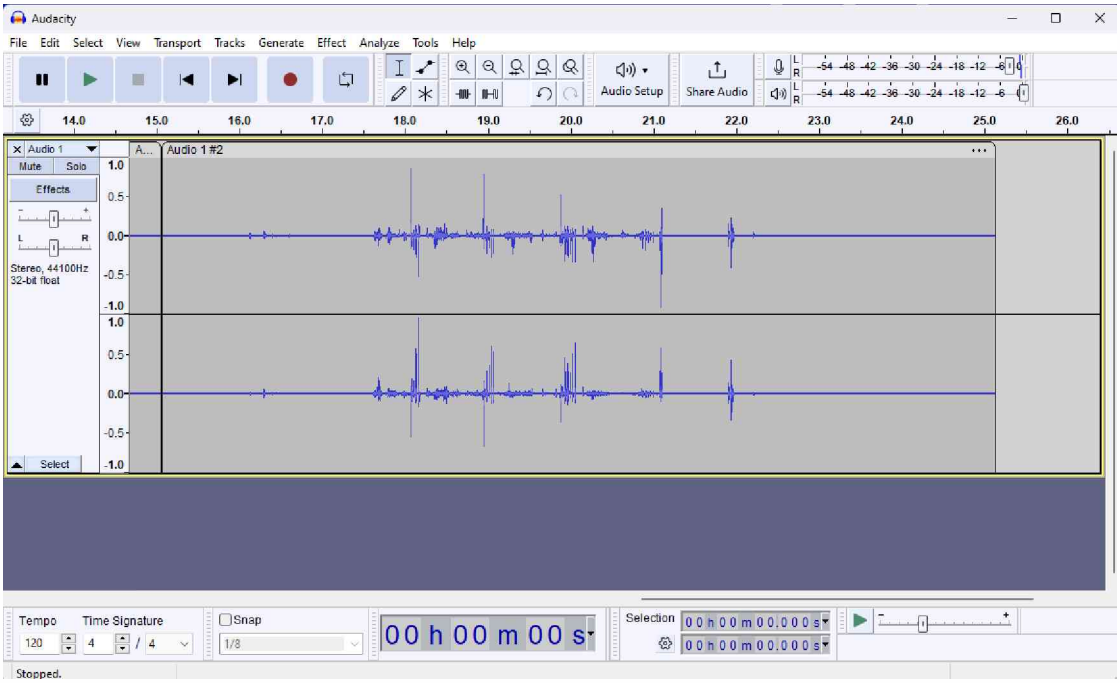
Step Four: Load your Audio Cassette
Insert your CASSETTE into the ION TAPE EXPRESS.

Step Five: Starting the Player

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

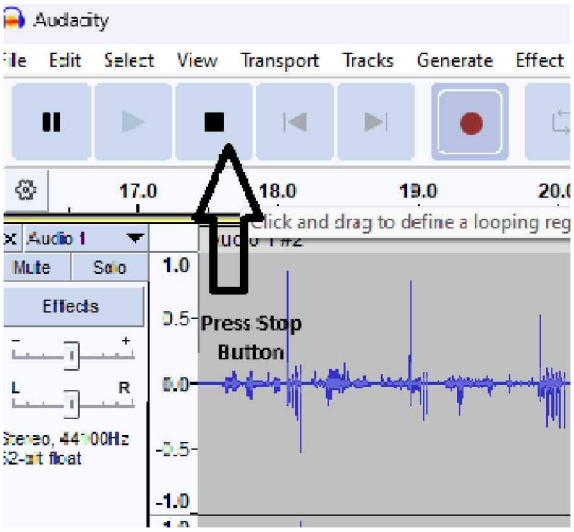
Press PLAY on the ION TAPE EXPRESS device to start playing and then press the record button in the AUDACITY program.



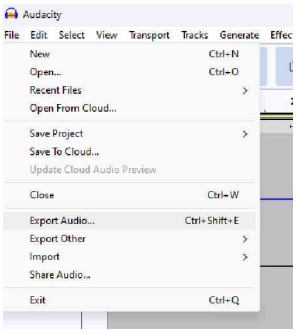


Step Six: Monitor the WHOLE TRACK. You CAN plug in headphones during this to the ION TAPE EXPRESS. DO NOT turn the volume up all the way.

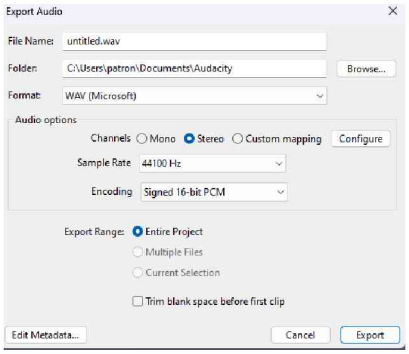
Step Seven: Press the STOP (Black Square) button to end the recording. If you wanted to record an entire album as a single audio track, you can let it run till the end. THIS IS NOT RECOMMENDED.

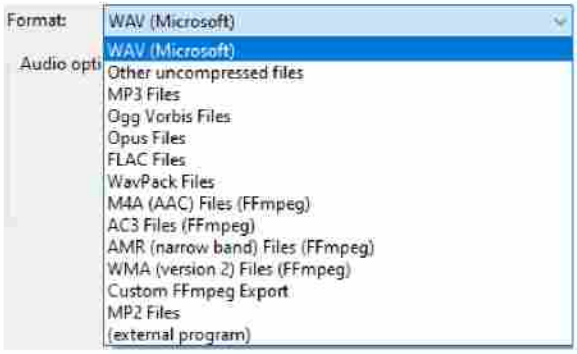


Step Eight: After recording is STOPPED, click on FILE and the EXPORT AUDIO.



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.

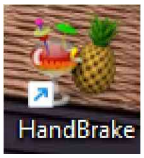
Convert DVD to Electronic Format(s)

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

Step Two: Insert DVD.

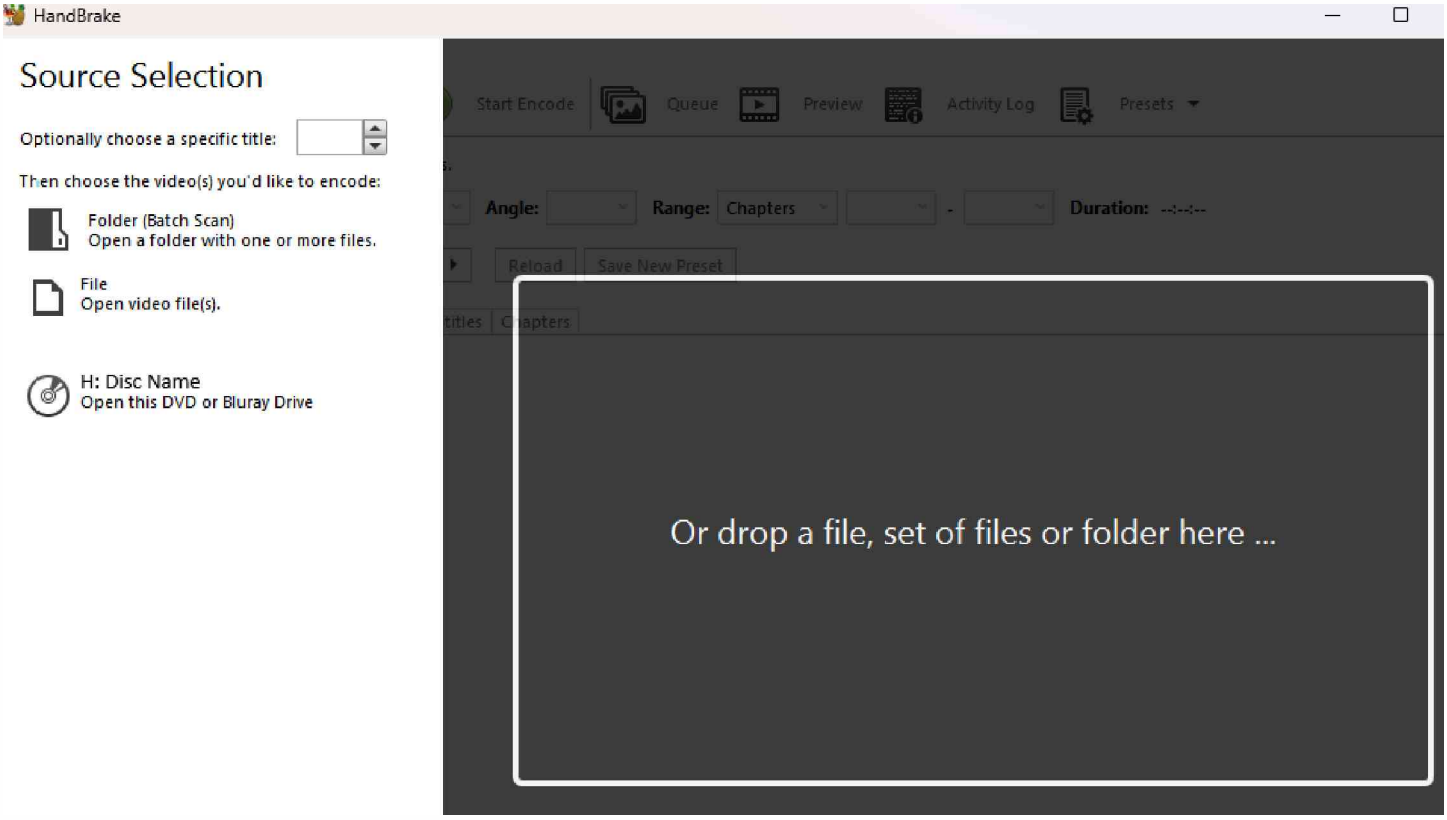
Step Three: Determine if you want to copy the VIDEO or the DVD itself.

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.

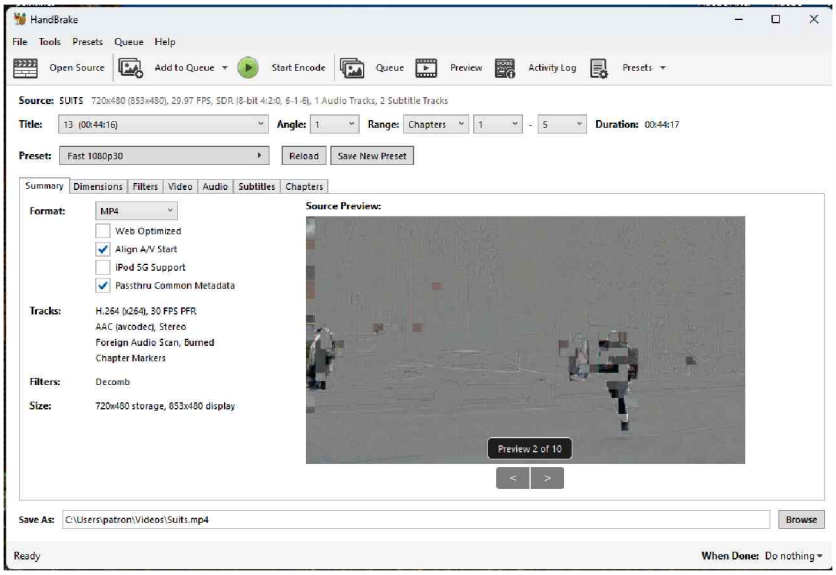


Step Four: Open HANDBRAKE

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, however it is strongly advised NOT to do this. Save to the DESKTOP or other folder on the system and then copy the finished product to your USB Storage Device.

Now click on START ENCODE. Then, 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.

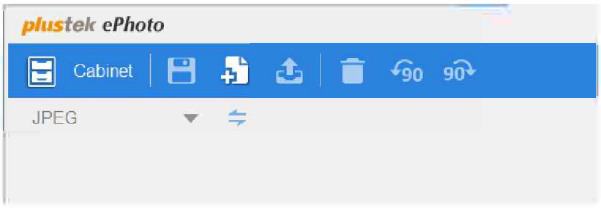
Be aware that it is against the law to copy materials that have copyright on them. You should NOT use the Library equipment to copy any material bearing a copyright, and if you attempt to do so, you may be asked to immediately end your session.

Using the Plustek ePhoto Scanner

Step One: Locate the Plustek ePhoto Scanner software.

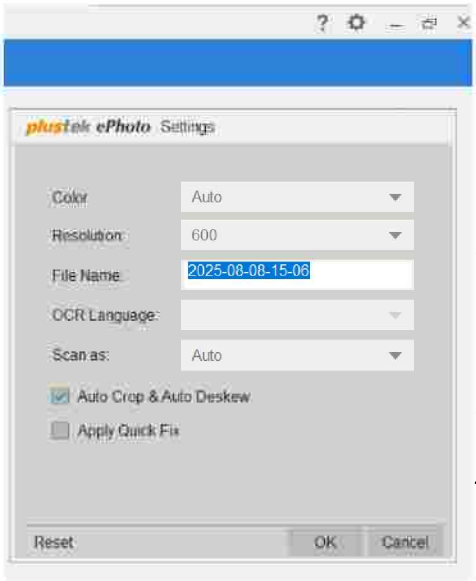
Double click on it to load the software and begin the process.

The following step is optional if you know you want JPEG, because that is the default. If you want any other format…



Check which format you want to scan into by clicking on the DOWN arrow next to JPEG.
You can choose to scan into JPEG, TIFF, PNG, BMP, PDF or Multi-Page PDF.

For most 4x6 or 3x5 photos, you'll want to select JPEG or PNG.

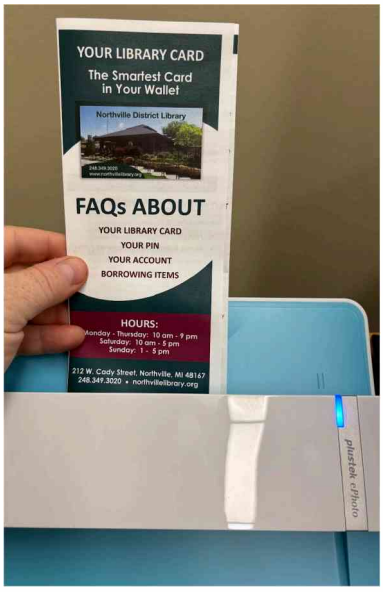


Change settings for your scan if you desire.

- Color: (Default is AUTO)
- Resolution: (600dpi or 300dpi. 300 is lower resolution.)
- File Name: automatically created for you based on YEAR-MO-DAY-TIME
- OCR Language: Not selectable
- Scan as: Auto (detects), Image or Document.

You do NOT have to change the default settings, especially if you're just scanning pictures.

Step Two: Put Pictures or Paper into scanner



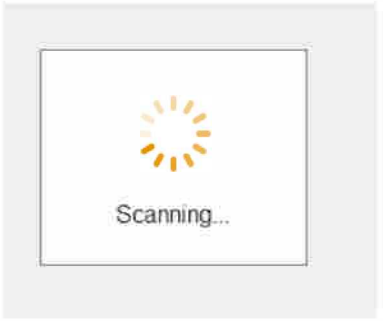
The illustration to the right shows inserting something to be scanned with the side to be scanned FACE DOWN (in this example, the back page of a pamphlet)

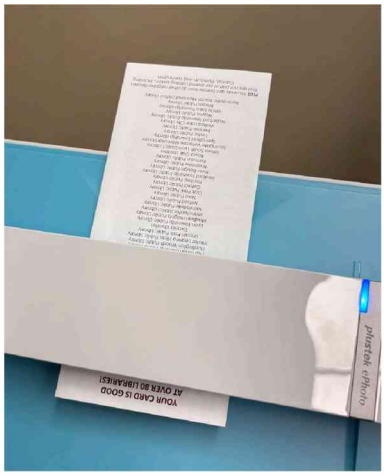
Be careful to place items neatly, but don't worry if they're slight askew: by default, the program will "deskew" any materials fed into the scanner.

Materials will be pulled DOWN into the scanner. There will be a whirring type sound as the process works. 600dpi scans will be slower than 300dpi scans.

(DPI means dots per inch. The higher this number, the higher the quality of the file. If you plan to reprint, 600 dpi is a good choice. If you plan to just share online, 300dpi is a better choice.

While scanning is ongoing, you will see a yellow circle pop up on the screen indicating scan process.

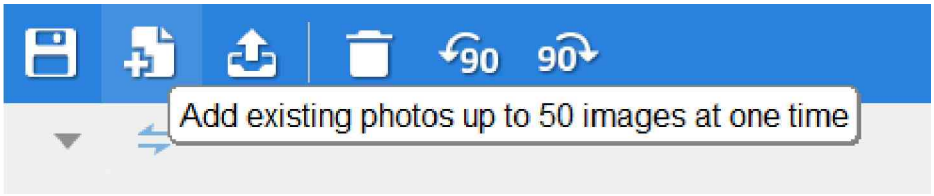




Step Three: Rotate if needed.

If images are sideways, you can ROTATE the images before saving.

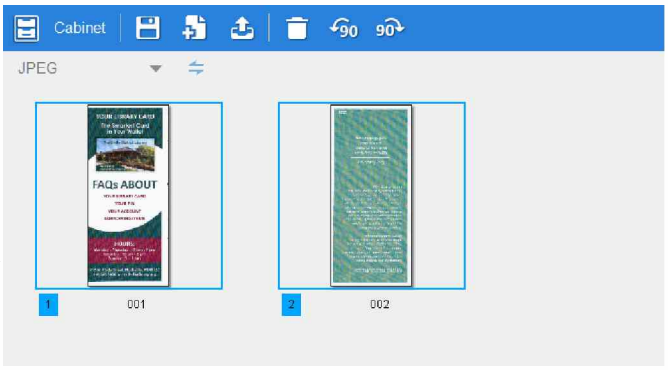
SELECT the image (blue bounding box shows the selected image) and then click on the ROTATE images (upper right of the illustration above). Either LEFT or RIGHT until the image is showing the way you want it to.



You can keep scanning photos up to 50 before saving anything, but we strongly recommend you save your photos regularly so you don't lose any.

Step Four: Save Your Work

Click on the DISC/SAVE icon to save what you have scanned.

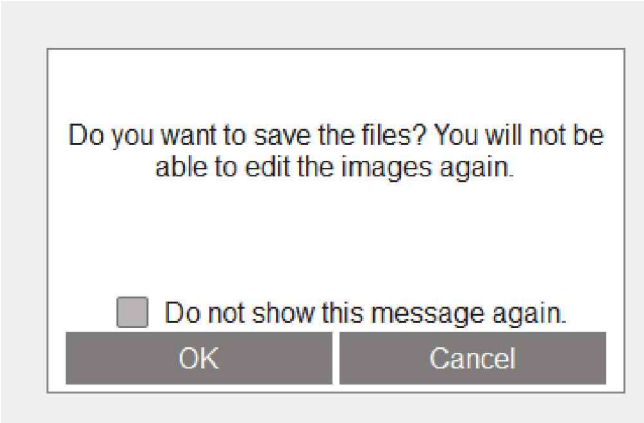


A pop up will indicate that once you save the image, you cannot edit it further.

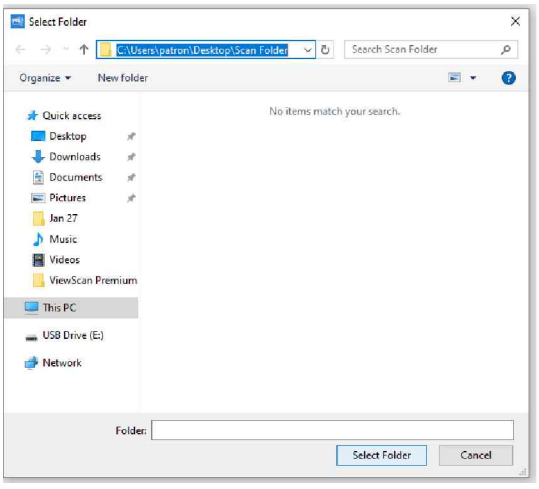
This indicates only changes within the ePhoto Scanner software. You can import your scanned images into ANY image editing software to alter them once the file is saved.

The default is to save to a folder on the Desktop named "Scan Folder".

You can also insert a USB drive and select that as well.



Click on SELECT FOLDER to save your file(s)

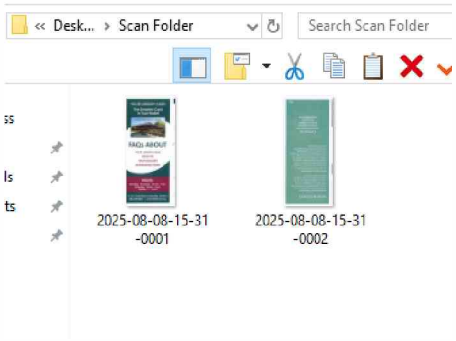


Step Four (cont):

After selecting the folder, your files are automatically saved.

Any saved items will disappear from the ePhoto software “desktop”

You can continue scanning, or close the software and end your session.



If you have any questions, please reach out to the Library at the Reference Desk (Computer Help) anytime.

Using the Plustek Opticfilm Transparency Scanner

Step One: What is the OpticFilm scanner for?

The OpticFilm scanner is intended to scan TRANSPARENT media.

This includes slides and negatives.
It is specifically designed to handle 35mm type slides and negatives.

Each is labeled for the type of transparent media it can accept. One says “Mounted Film Holder” and the other says “Filmstrip Holder”
Each is labeled for the type of transparent media it can accept. One says “Mounted Film Holder” and the other says “Filmstrip Holder”

Step Two: Load Transparencies

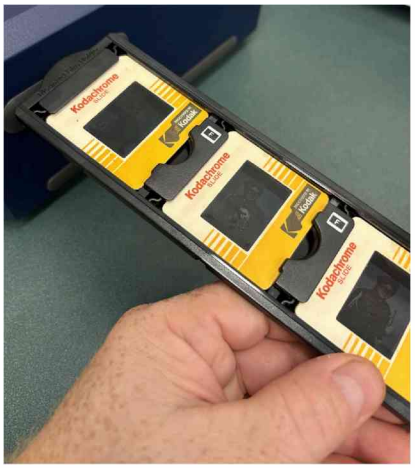
In this example, we’re going to load 35mm positive film slides into the Mounted Film Holder.

Tilt the slide into the TOP of each section. Apply a small amount of pressure facing the top, and then lower the bottom part into the template. The slide will hold securely at the top and bottom.

Handle your slides CAREFULLY as fingerprints can affect your scan quality.

Once you have loaded your transparent media, you can now load the software and get started.

Step Three: Start Scanning (QUICKSCAN)



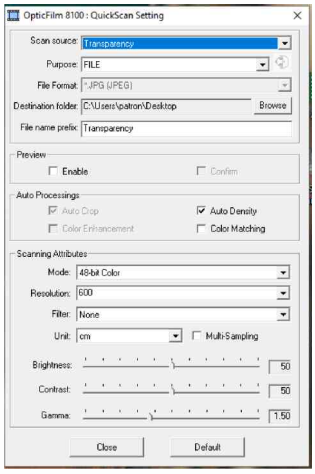
First, gently insert the Mounted Film Holder into the RIGHT side of the OpticFilm scanner.

Push inward until you feel the Mounted Film Holder CLICK. This is the FIRST SLIDE.

Once it clicks, you are ready to do the QUICK SCAN.

Quick scan will output a JPG FILE to the DESKTOP with 48-bit color, 600dpi.

No extra steps are required. You can copy scans from the desktop to your USB storage easily.

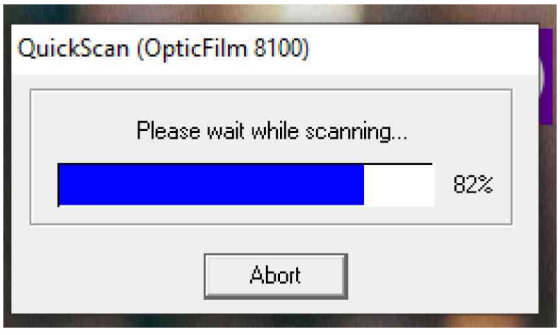


Step Three: Trigger Quickscan

With the Mounted Film Holder inserted, press the QuickScan button on the front of the OpticFilm.

You will see a POP UP for QuickScan (OpticFilm 8100)

It will indicate how long the scan will take.

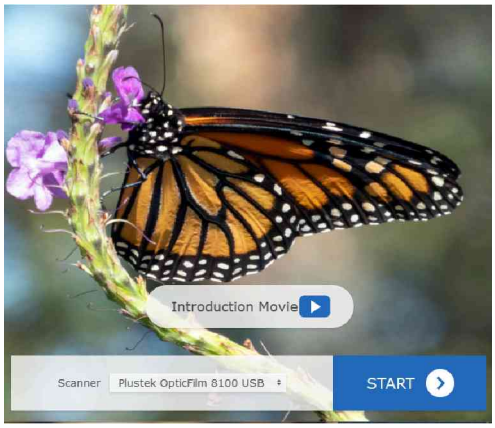


It completes, and you should now see a file appear on the upper left corner of the desktop for you to copy to any USB storage device.

These files will start at the top left corner of the computer desktop and are automatically named “Transparency-0000” and it counts up depending on how many slides to scan.

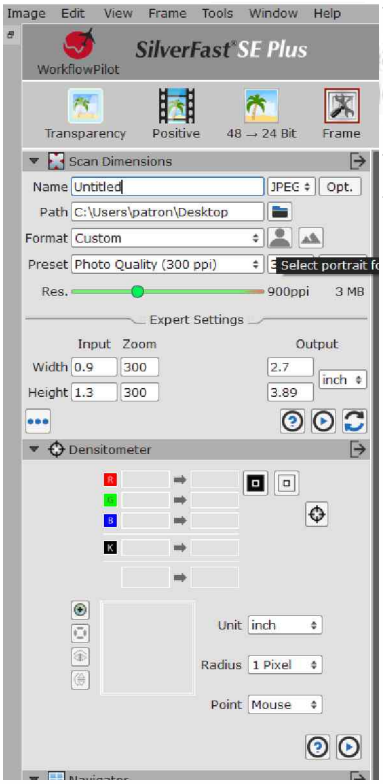
Step Four: IntelliScan

What is Intelliscan? It launches a program called Silverfast.



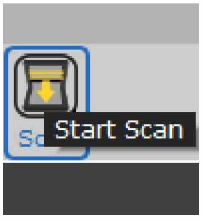
Silverfast is a highly adjustable scan program. Click on START after you press the Intelliscan button.

Silverscan gives you a TON of controls over the quality of your transparency scans. You can scan a slide at up to 7,200 dpi (which will produce an ENORMOUS file).



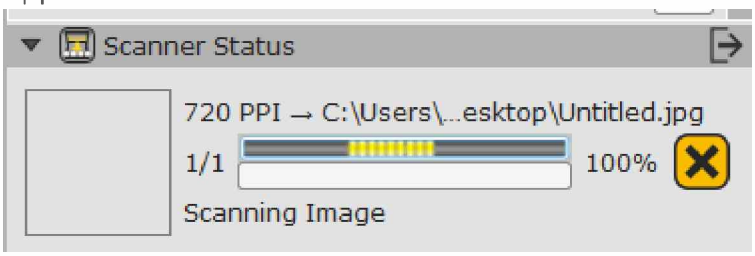
This is a completely optional step. For almost everyone, QuickScan will be enough.

To scan something with Silverfast, look all the way over in the upper right corner and click on “Scan”



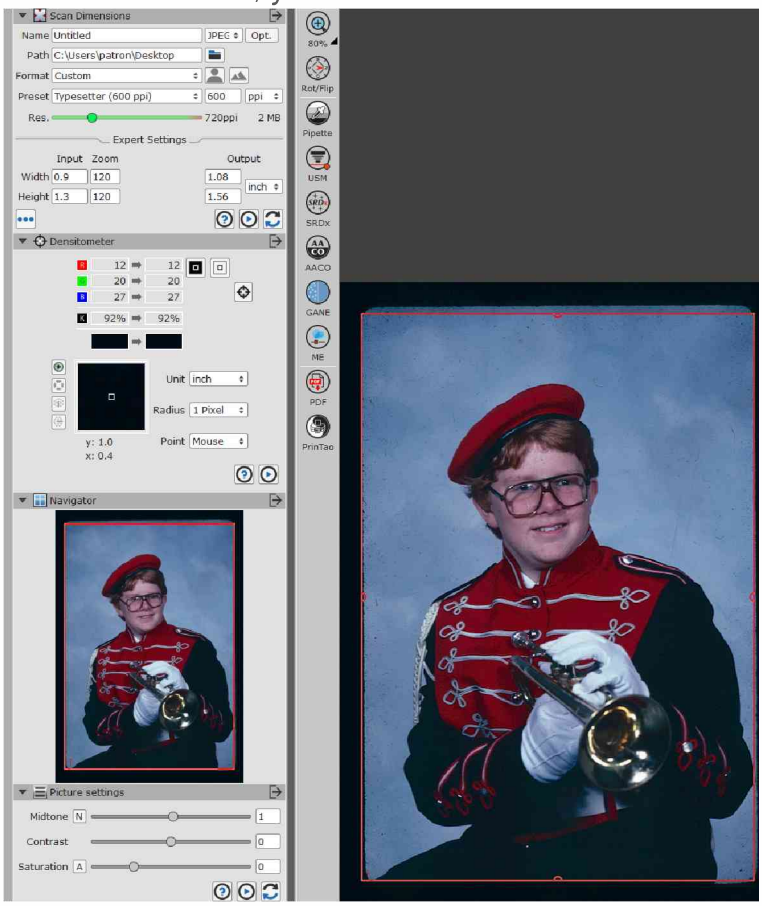
Step Five: SIlverfast Tools

Scanner Status
Appears at the bottom of the screen.



By default, the file is saved immediately on the desktop.

Unlike QuickScan, you can see the scan in the Silverfast program immediately.

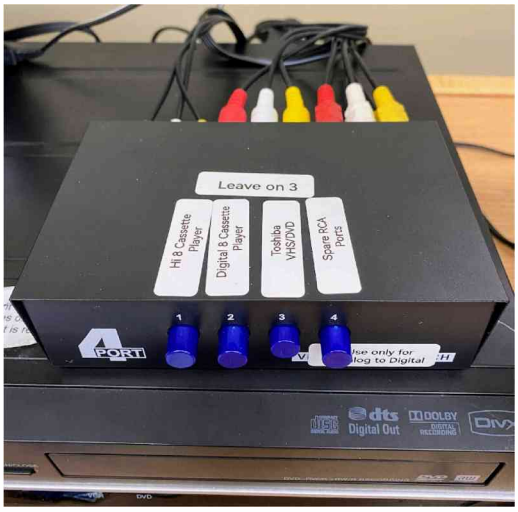


You can use the Picture Settings to immediately adjust the image quality to make it look better using the Picture Settings (right under Navigator on the left side)

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 VHS/DVD Device.

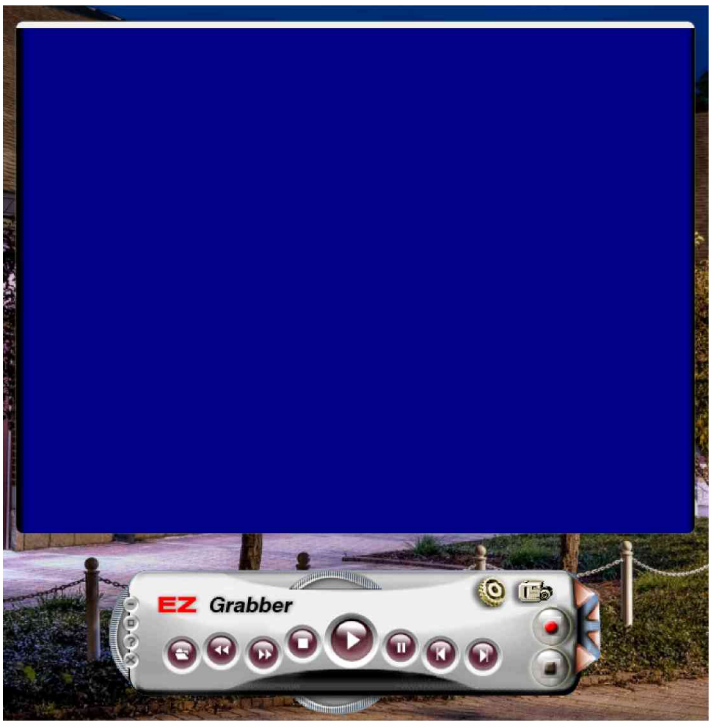


Step Two:

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

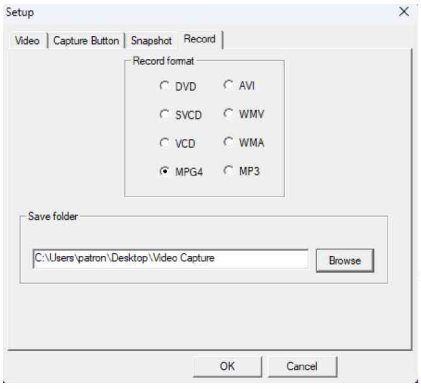
Step Three:
Start converting your VHS tape into MP4 Format

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

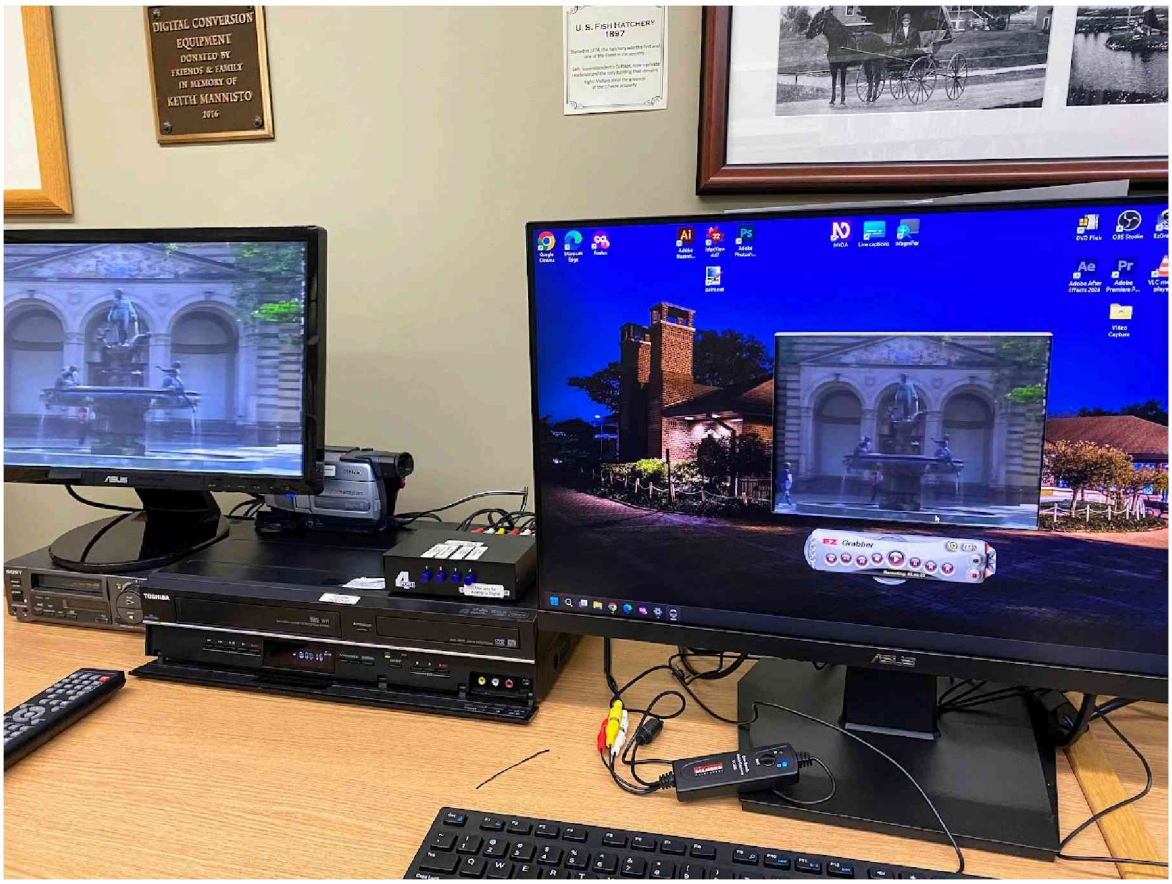
If you want to ensure all settings for recording are correct…

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.

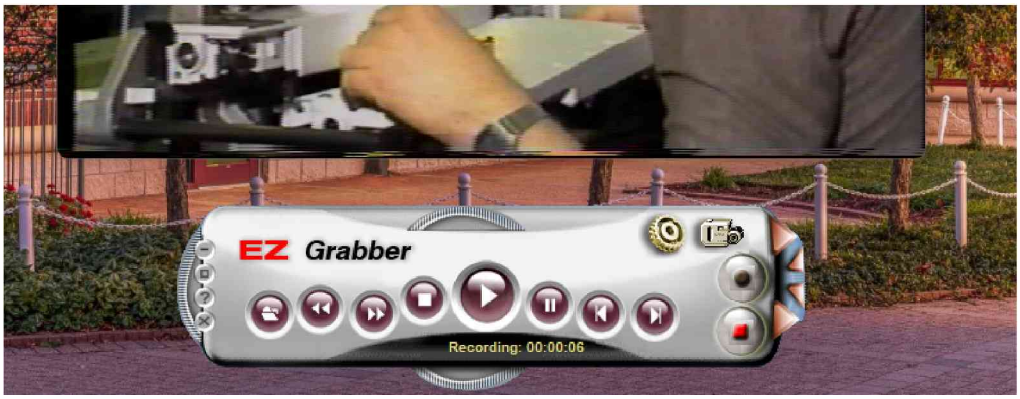
You will see your VHS player on both the LEFT and RIGHT monitors.



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

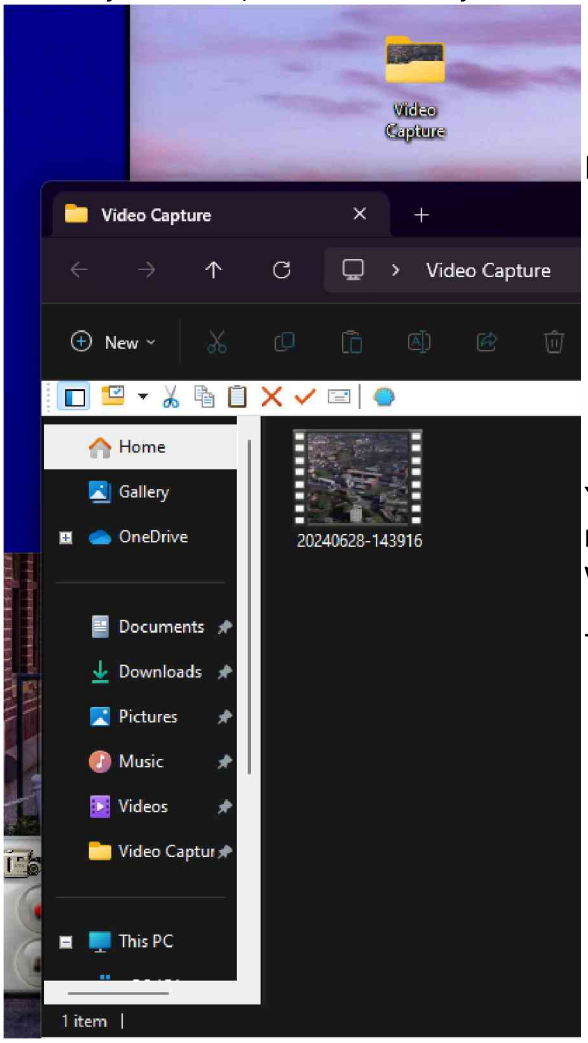


The yellow text on the EZ Grabber controls shows that your session is recording, and how long it has recorded for.

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.

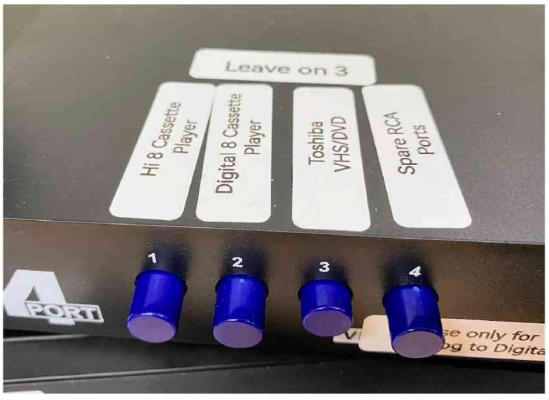
How to Convert 8mm Tape to Electronic File

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)

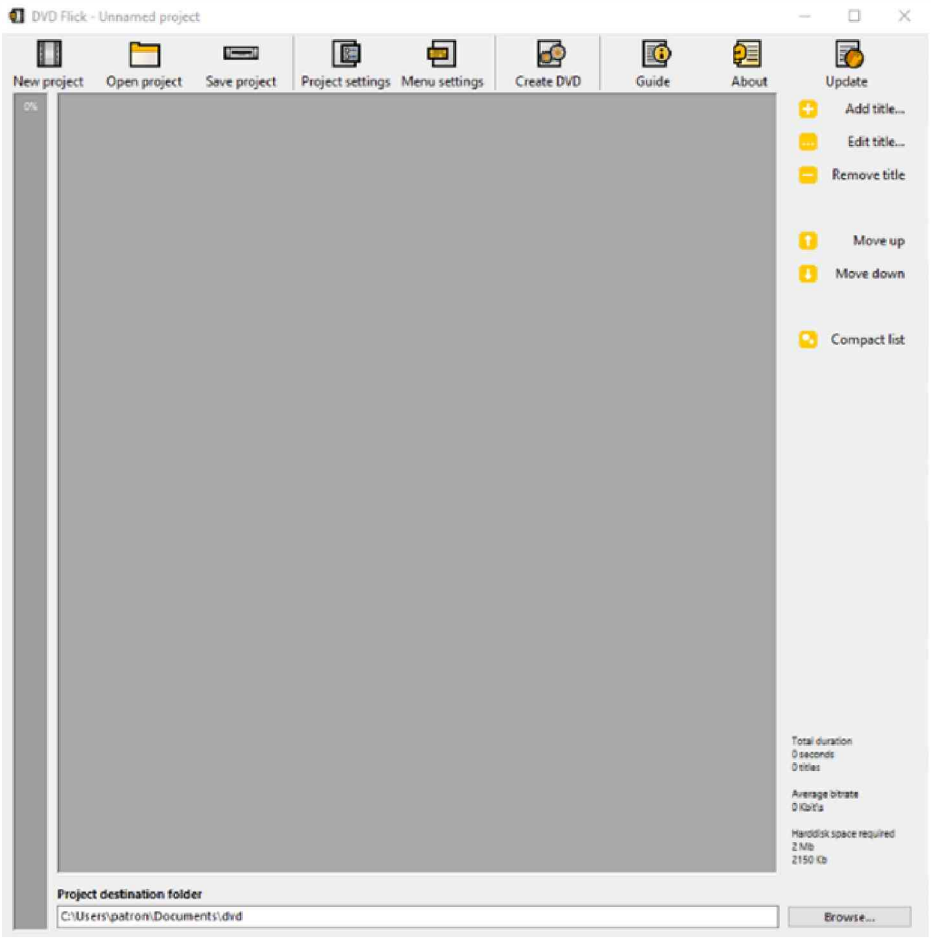
Digital8
(60 mins max, 720p)



The rest of 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

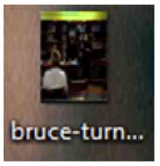
The purpose of this document is to demonstrate how to use DVD Flick on the Digital Microfilm workstation to turn your MP4 or MOV files into a DVD playable on any DVD player.



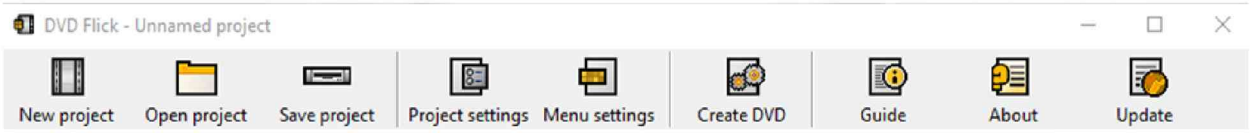
Step One:

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.

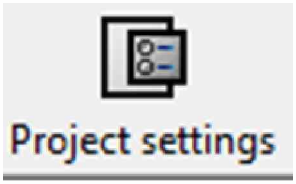


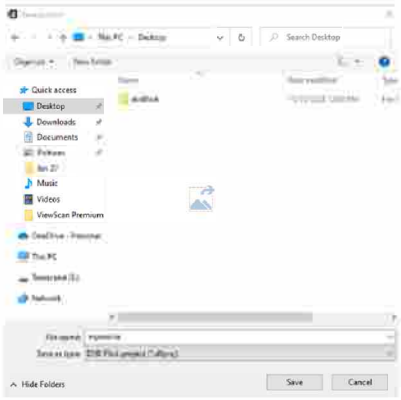
Now, click on NEW PROJECT.

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.



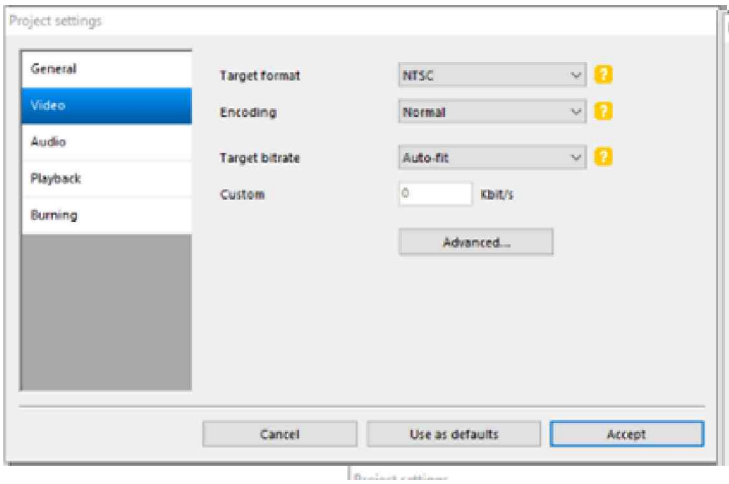


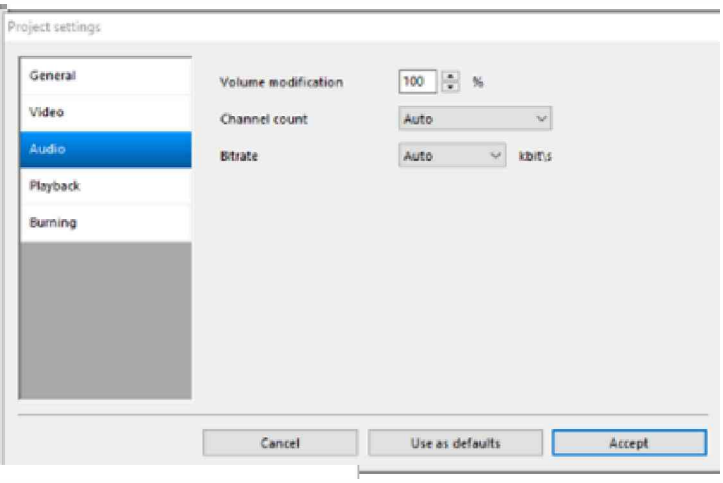
Once you have a project created, you can start making all the necessary settings.

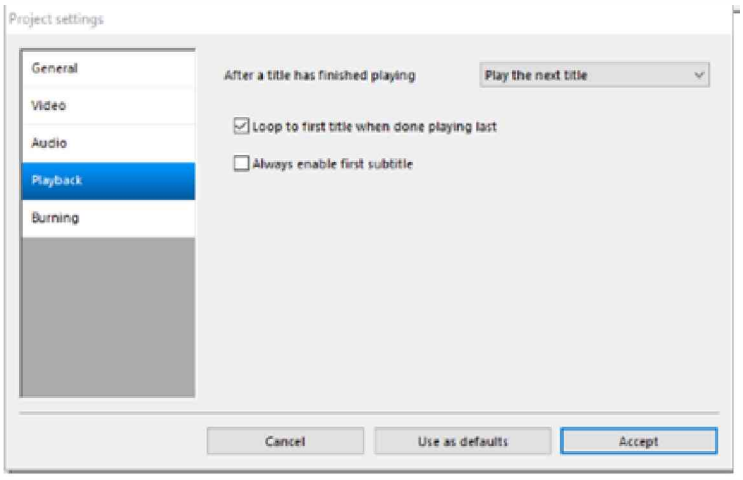
Let's start with the GENERAL tab.

First, Write in a TITLE for your DVD

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

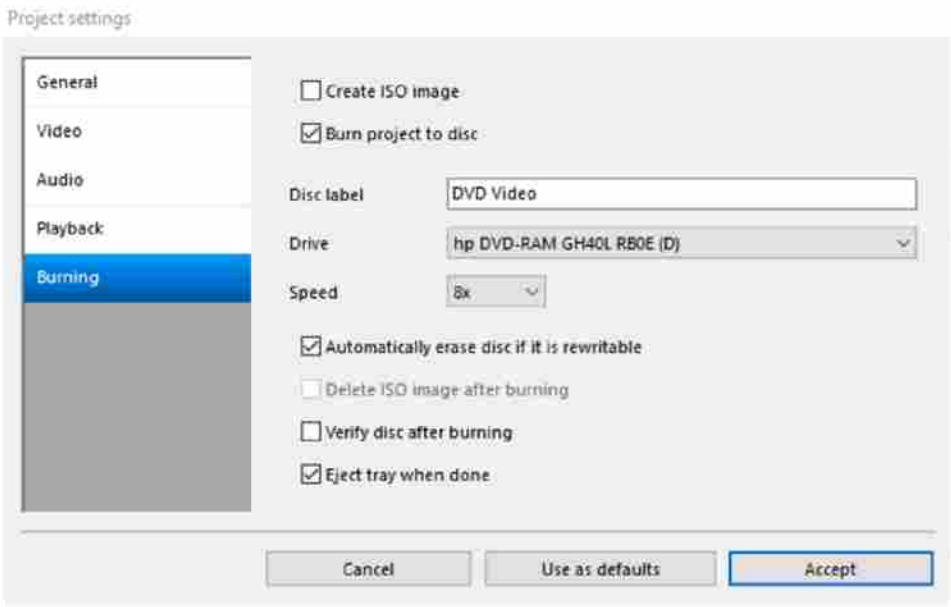






Now the VIDEO, AUDIO and PLAYBACK tabs.

There are no changes required here at all.



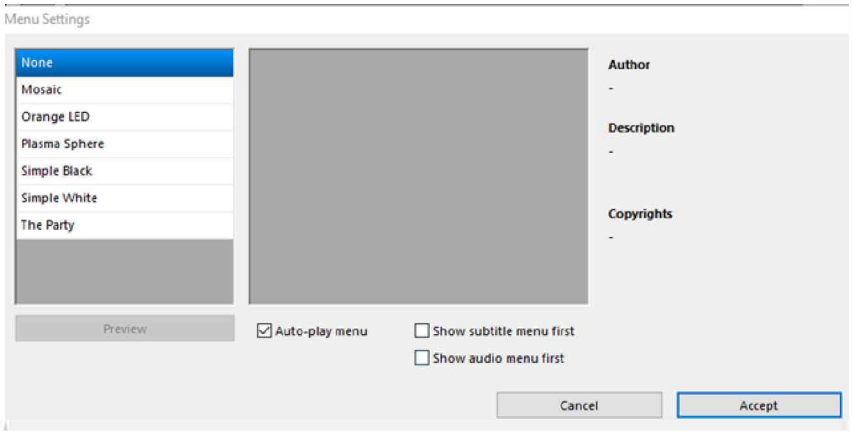
For the last tab, BURNING, you will want to ensure that BURN PROJECT TO DISC is checked, and also ensure that SPEED is set to 8x or higher. It defaults to 4x, which is slow. Do not go higher that 16x.

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.

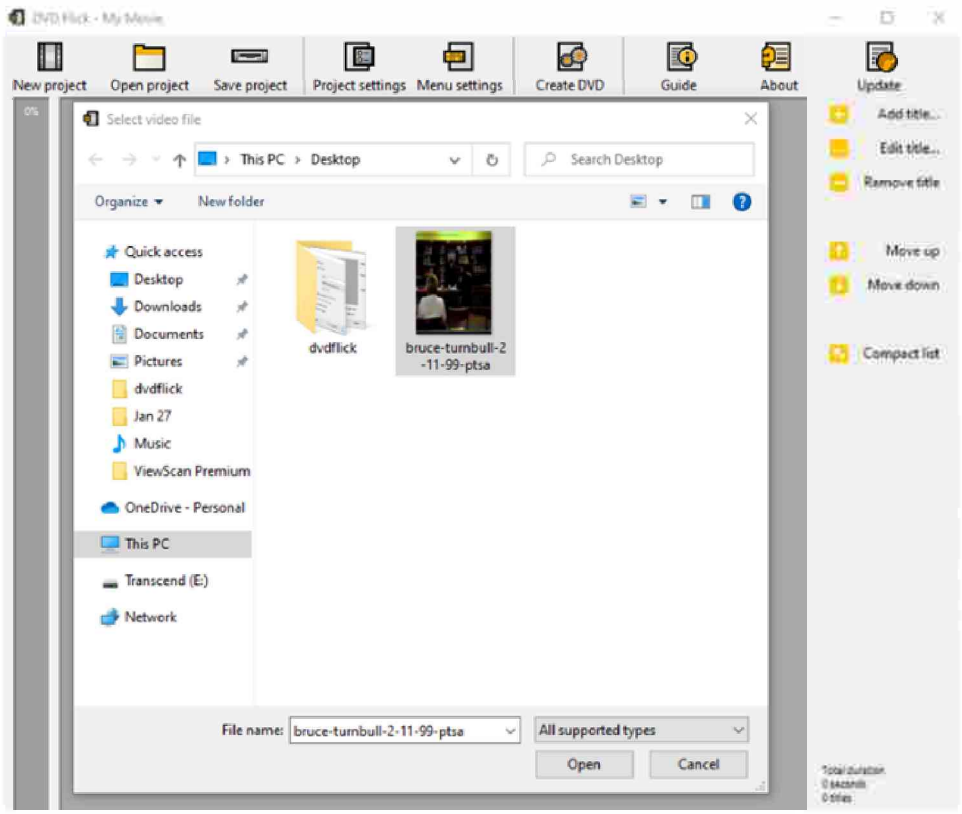


You will be prompted to design a MENU now.

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

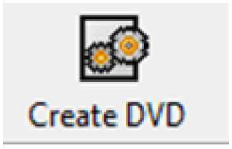
Use MENU if you have MULTIPLE MP4 or MOV files that you are converting to DVD. This way, it will provide a MENU for the DVD player to select which video to play.

Click ACCEPT to move to the next step.



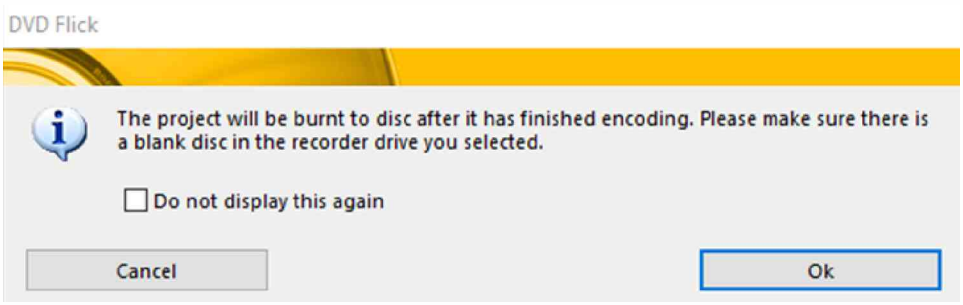
The next step is CREATE DVD

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.

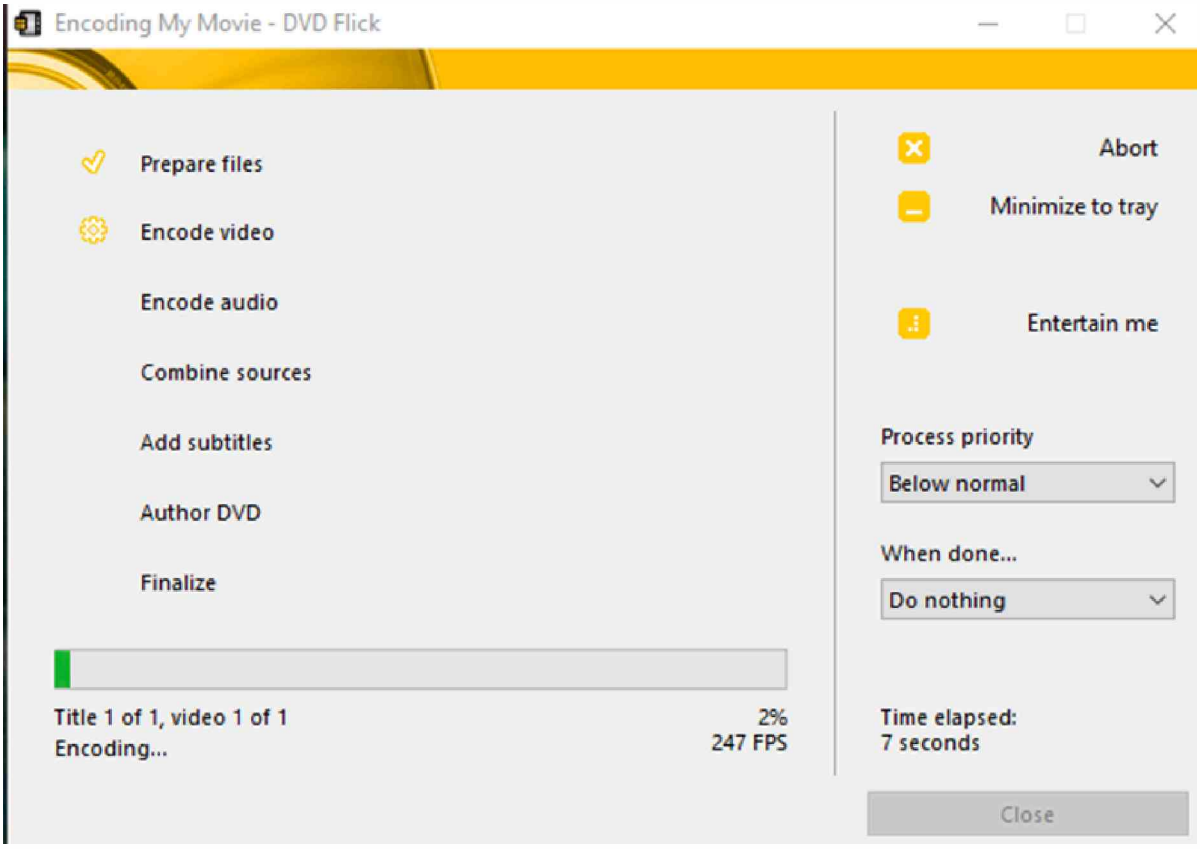


After selecting files, click on OPEN.

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.



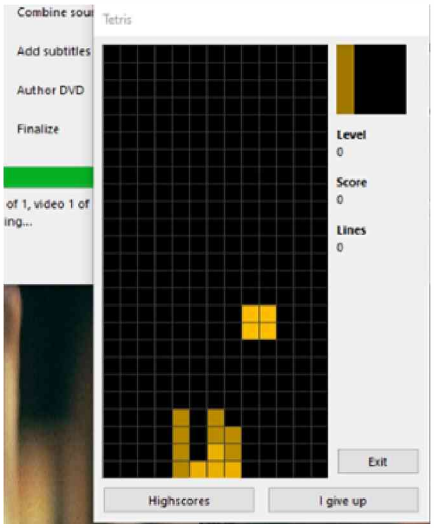
Now you wait.

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

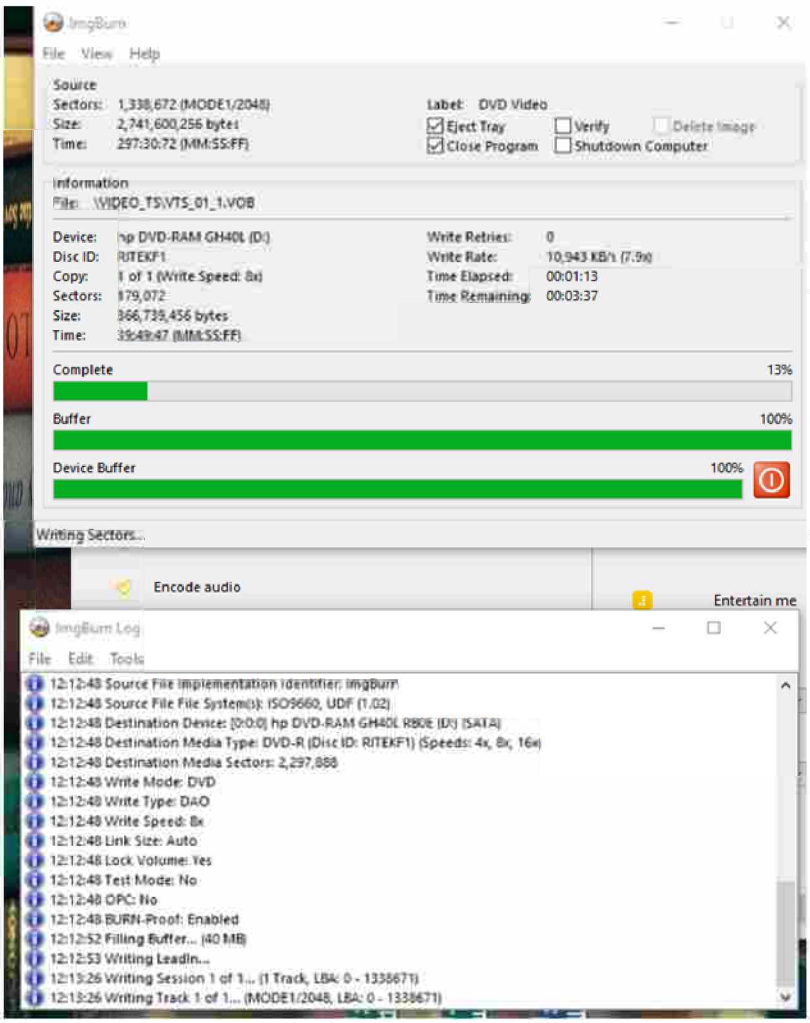
First, it will “ENCODE” the video, then the audio
It will do this for EACH FILE provided.

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.

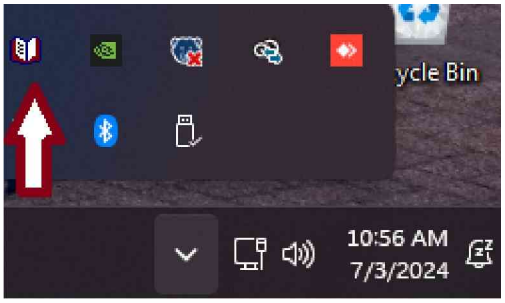
How to use the Book Edge Scanner (aka Plustek OpticBook a300 plus)

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

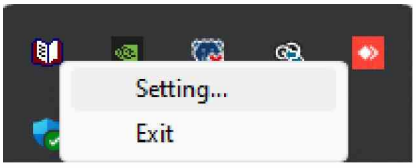
Step One: Open Book Pavilion

Step Two: Show the Book Pavilion Program

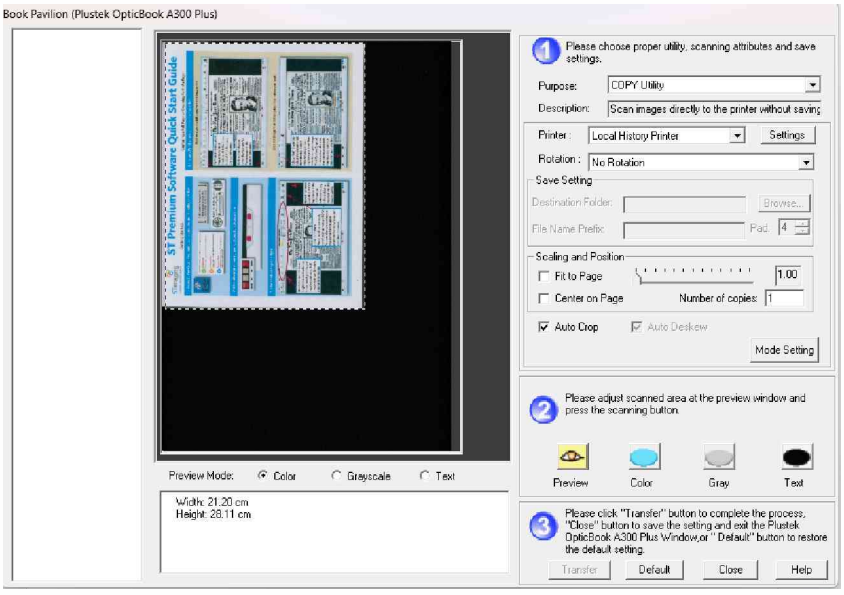
The program may “hide” in the lower right corner.



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



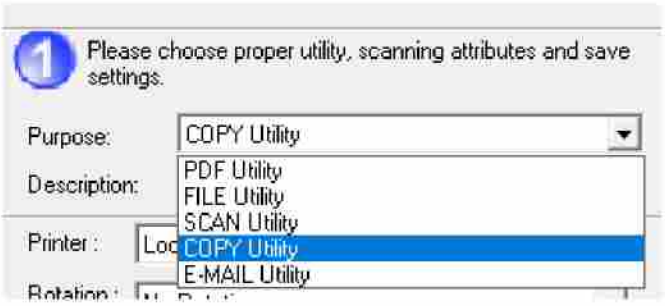
Then the Book Pavilion program should pop up.



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)

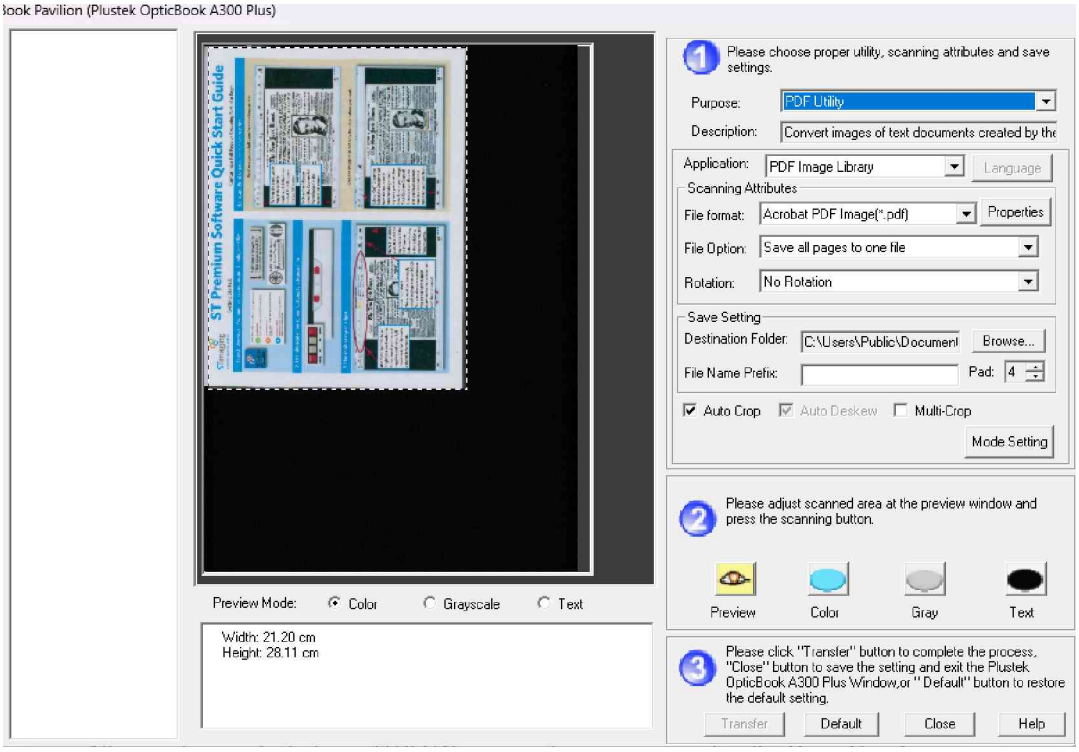
SCAN Utility will not only scan to a specified format, but also open it in MS Paint

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.

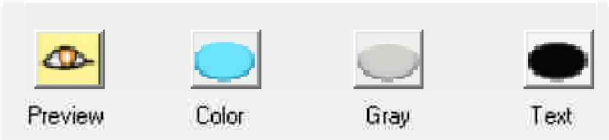
Section 2 is about adjusting the scanned area. You're basically setting COLOR, GREY or TEXT.

If you're scanning images, use COLOR.

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

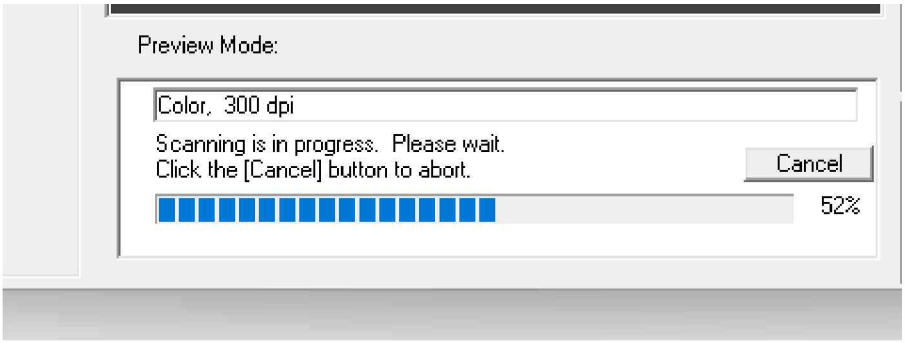
PREVIEW is used when you change the media on the scanner bed. It shows you exactly what will be scanned. The software intelligently attempts to outline what you are scanning. You can make adjustments using PREVIEW as well.

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

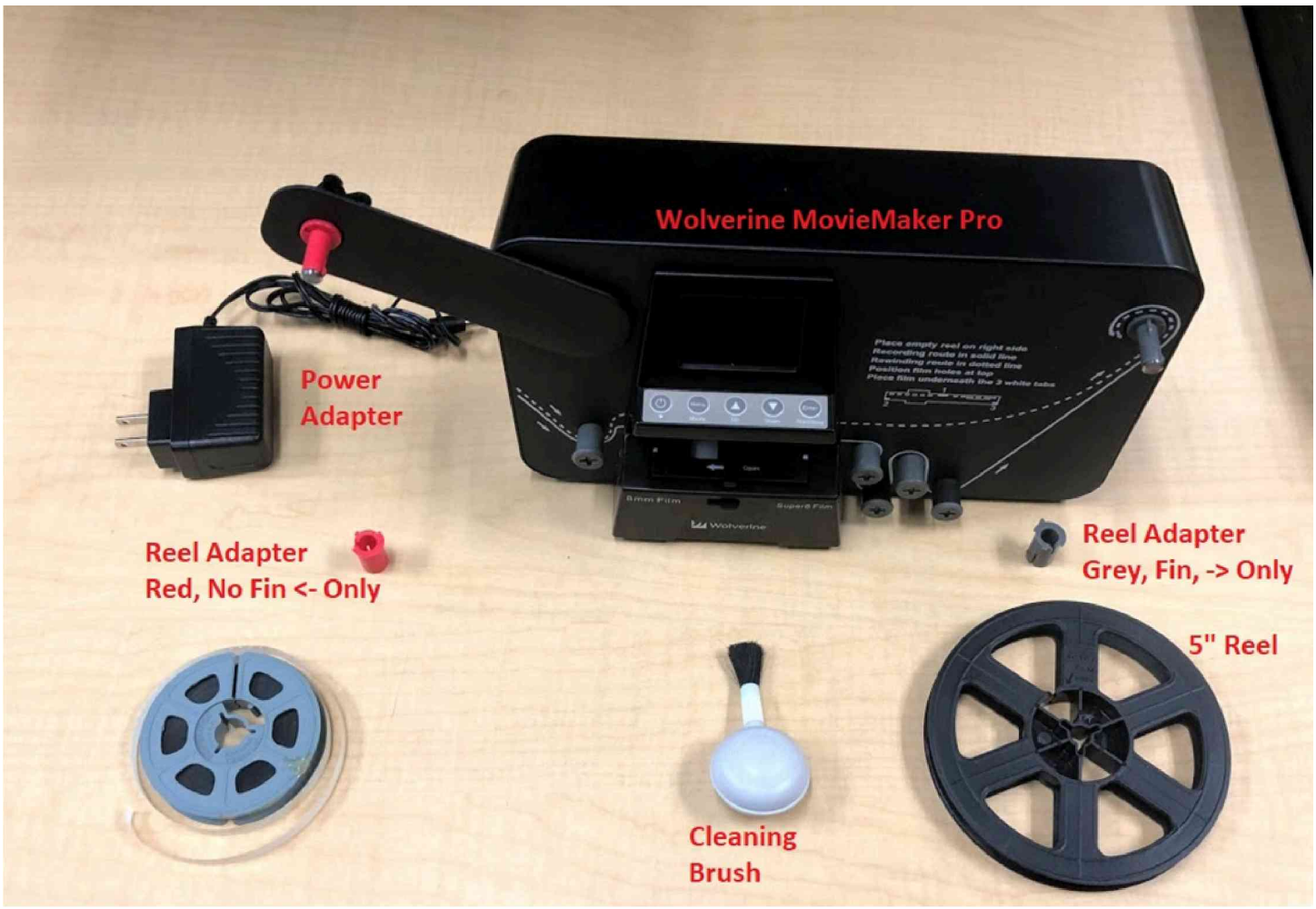
Using the Wolverine Movie Maker Pro

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.

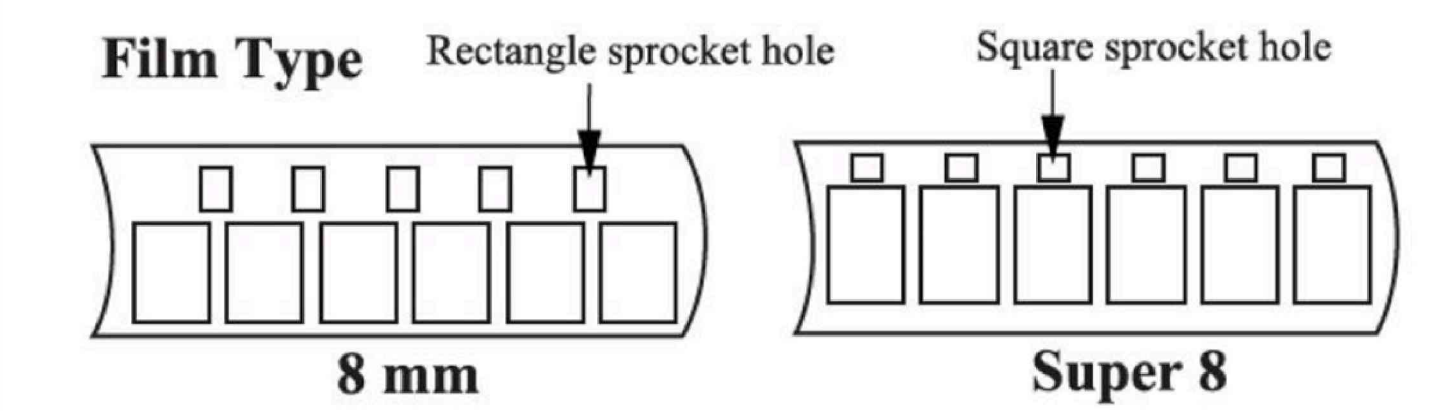
Then, close the hatch, as illustrated below. This step is necessary and required. The device cannot work with the hatch open!

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.

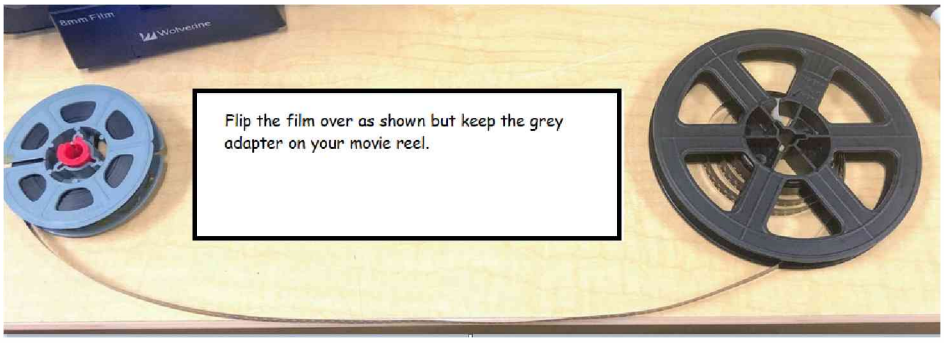
C. Screen shows a prompt to select the correct film type. There's a slider switch below.

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.

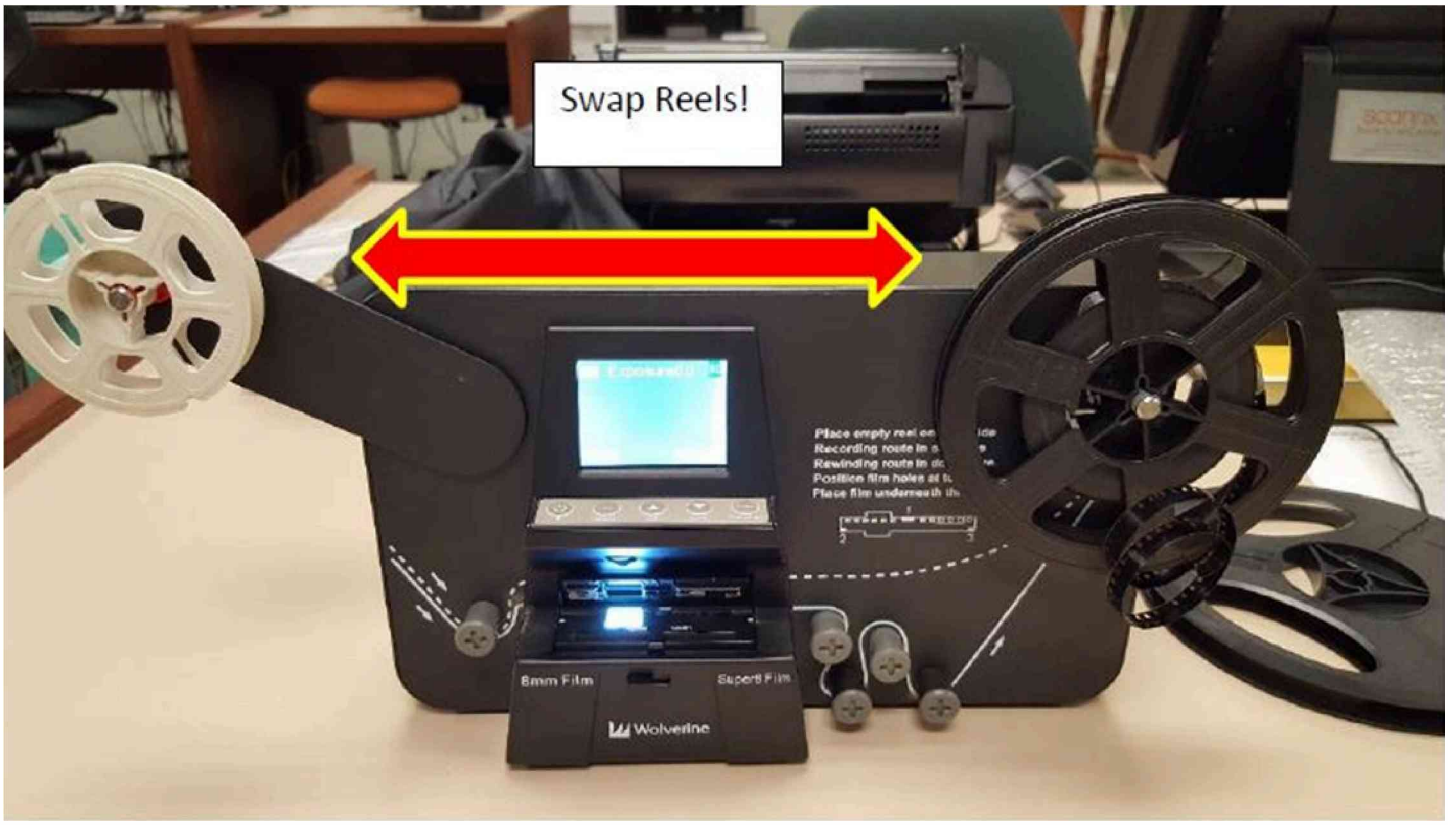
(down twice, then press ENTER)

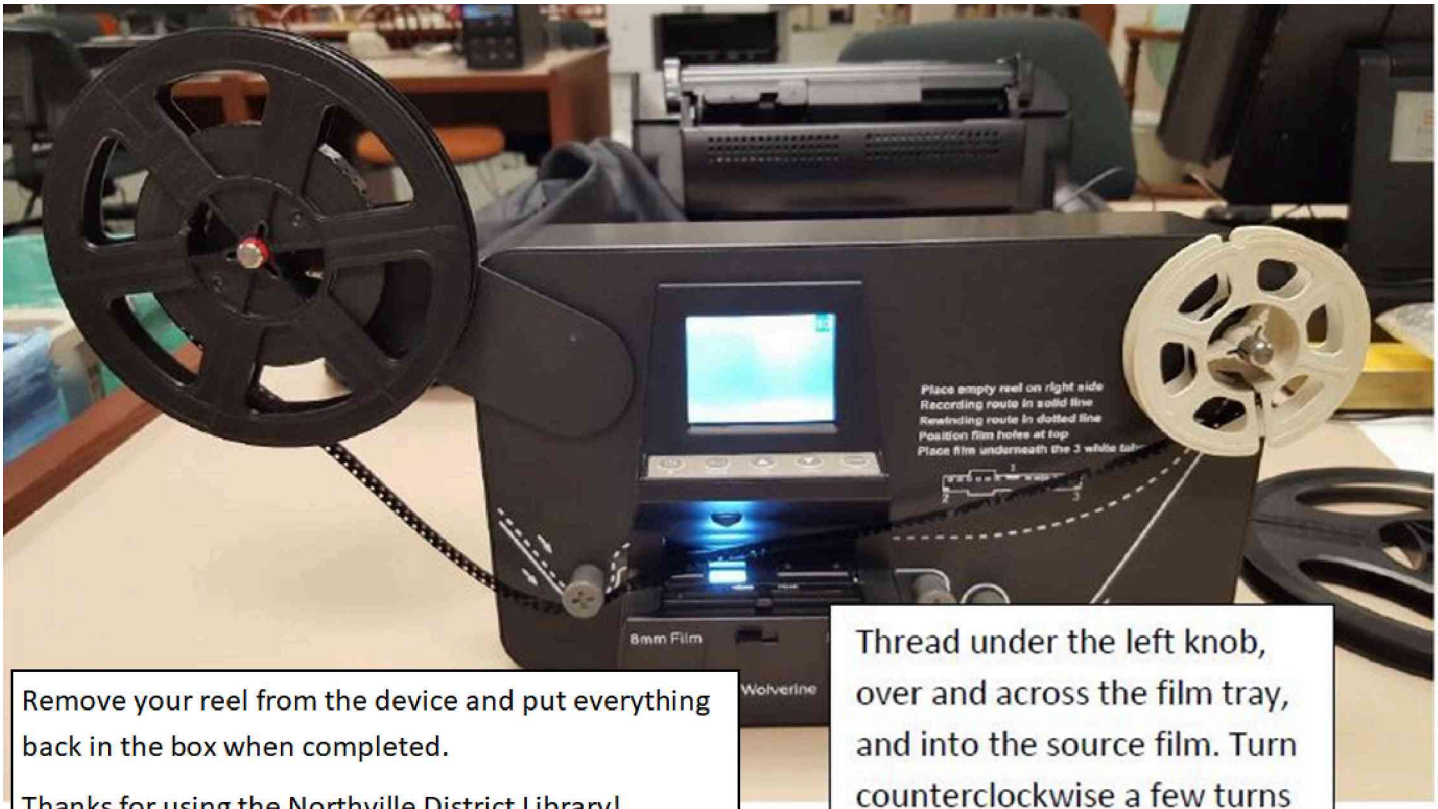
You MAY get a prompt for removing the film and swapping the reels even after you have done so. As long as you have swapped the reels, press ENTER while GO is selected.

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.

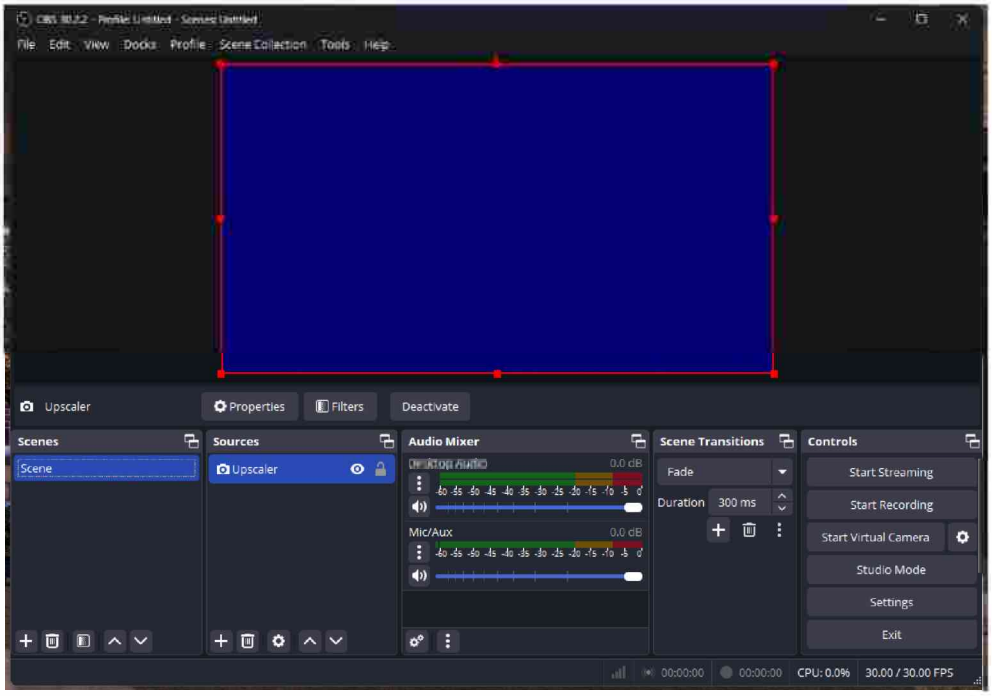
⬅️Remove each the YELLOW, WHITE and RED male connectors from the DIAMOND VC500.

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

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

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

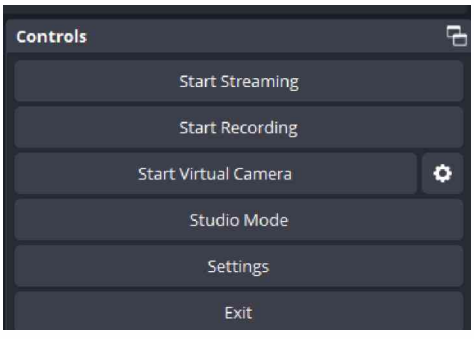
Now, set the AUDIO source by clicking on SETTINGS and then on AUDIO. Select “Mic/Auxillliary Audio” and click on “Digital Audio Interface (USB3)”. **If you do NOT complete this step, you will NOT record the audio from your tape.**

Now you can 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.

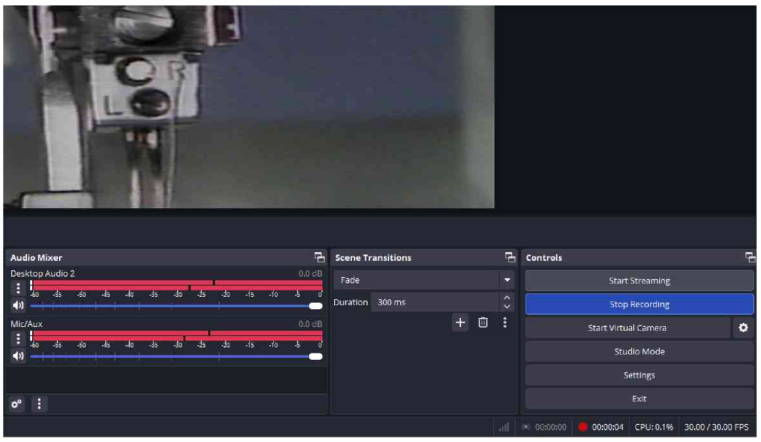
You should now see the video on the OBS Studio display:

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

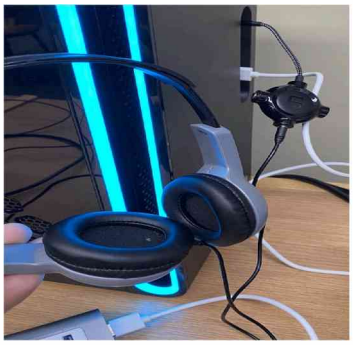
On the RIGHT side of the OBS Studio display is a menu for CONTROLS.



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

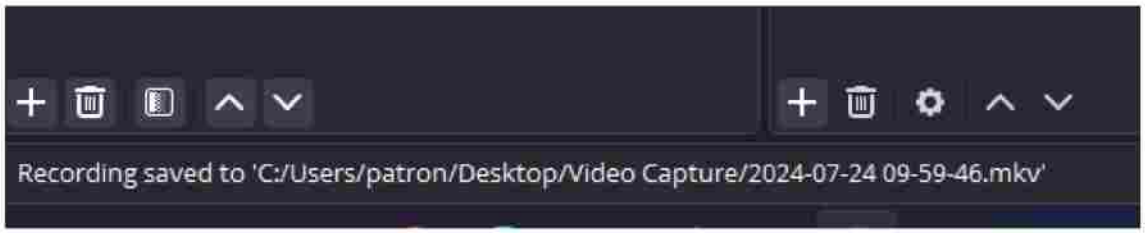


You will see the button now say STOP RECORDING. This is the button you use when you have completed the recording



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.

Connecting the MiniDV Player to the Computer

This process used the component connection which is kept in the Local history Room connected to the Digital 8 Cassette Player to easily connect the MiniDV camera.

This process does not outline the conversion process, just the connection process.

Step One: Obtain the MiniDV Player

Visit the Reference Desk and request the MiniDVD player. It is kept in a secure location inside a packing case.

Inside the case are the Mini DV Camera itself, a power supply, an extra connection cable, and a spare MiniDVD cassette which is used for demonstrations only.

Step Two: Remove the Component Plug from the Digital 8 Cassette Player

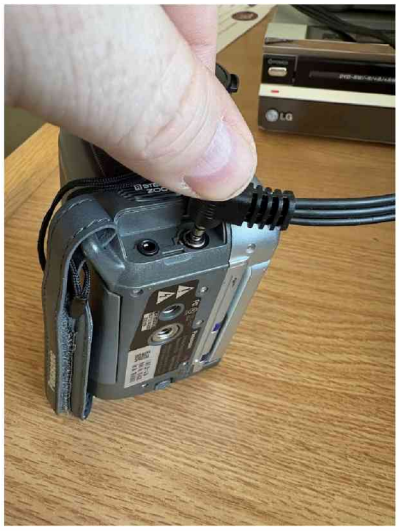
Locate the plug at the front of the Digital 8 Cassette Player

Carefully pull the plug out of the Digital 8 Cassette Player

Step Three: Plug the Component Plug into the MiniDV Player

Open the front panel to expose the Component Plug.

Note please that the component plug in on the RIGHT side and not the LEFT side.

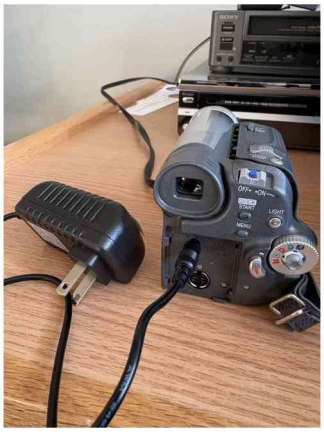


When the plug is firmly seated, you can move on to the next step.

Step Four: Connect the Power

Turn the MiniDV Camera around and you will find a power plug location.

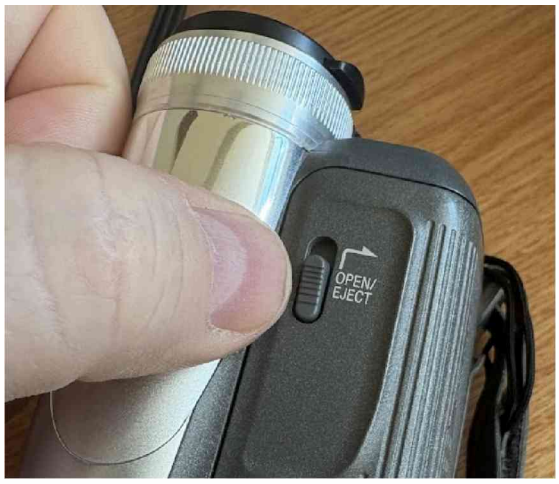
Insert the Power plug into the power plug location, and then plug the other side into the power strip under or behind the desk.



Step Five: Turn the MiniDV Camera on and Load your Tape

The OFF/ON Button is clearly marked. Slide it to the RIGHT while simultaneously pressing the BLUE button in the middle of the switch.

Then, locate the Open/Eject button which is located on the top front of the MiniDV Camera.



When you slide the Open/Eject button, the side panel will pop open and then a metal part of the tape carriage will mechanically open as well.

You will then insert your MiniDV Cassette into the player with the spindle side towards the device, and the flat/label side outwards.

You then will need to carefully push the metal carriage inward towards the device from the CENTER as shown to the left.

Once it is properly pressed inward, the carriage will then mechanically lower itself downwards.

Now press the outer shell towards the device, and it will shut.

You are now ready to use the MiniDV Player!

Step Six: Open the Display on the Camera (optional)

You can open the side panel. It gives you a second way to see the video you play, but it serves no purpose other than to show the mapping of the controls.

Step Seven: MiniDV Controls

You should avoid turning the wheel as it is set exactly where it needs to be: on the GREEN “play button”

If the wheel is NOT set with the GREEN play button, then you should turn the wheel to set this.

All other wheel settings are extraneous to the process of converting your MiniDV tape to Digital.

In the center of the wheel is a toggle switch. This moves in 4 directions:
Up = PLAY/PAUSE
Down = STOP
Left = REWIND
Right = FORWARD

Therefore, to begin playing your MiniDV Cassette, you will press the toggle UP.

At this point, the processes outlined in the manual starting at Page 49 are the same for MiniDV. Instead of using the VHS or 8MM devices to play your source tape, you're using the MiniDV device.

Gracioso Cassette Player Converter

Introduction

This manual provides comprehensive instructions for the operation, maintenance, and troubleshooting of your Gracioso Cassette Player Converter, Model CR-669. This versatile device allows you to play cassette tapes, USB drives, and TF cards, as well as record audio to various media and convert formats. Please read this manual thoroughly before using the product to ensure proper function and longevity.

Product Features and Components

Familiarize yourself with the main components of your Gracioso Cassette Player Converter.

Figure 1: Front and Side View of the Cassette Player Converter. This image displays the main unit, highlighting the cassette compartment, control buttons (Record, Play, F.FWD, Stop/Eject, Pause), built-in speaker, and side ports including USB, Phone (headphone jack), Mic, USB/SD/TF, and Tape/Off switch. Various connecting cables (USB-A to USB-A, USB-A to Type-C, Type-C to Type-C) are also shown, indicating connectivity options.

- Cassette Compartment: For inserting and playing cassette tapes.
- Control Buttons: Includes Record, Play, Fast Forward (F.FWD), Stop/Eject, and Pause for tape and media control.
- Built-in Speaker: For audio playback without headphones.
- USB Port: For connecting USB flash drives for playback or recording.
- SD/TF Card Slot: For inserting SD or TF memory cards for playback or recording.
- Phone (Headphone) Jack: 3.5mm output for private listening.
- Mic Input: For connecting an external microphone.
- Retractable Handle: For easy portability.
- Type-C Power Port: For connecting the power cable.

Setup

Power Supply

The Gracioso Cassette Player Converter offers two methods for power supply:Using the Type-C Power Cable: Connect the included Type-C cable to the device's Type-C port and the other end to a compatible USB power adapter (not included) or a computer USB port.

1. Using Batteries: Open the battery compartment on the underside of the unit. Insert four (4) C-size batteries (not included), ensuring correct polarity (+/-). Close the battery compartment securely.

   Note: Only use the original charging cable provided with the device for optimal performance and safety.

Inserting Media

- Cassette Tape: Press the "Stop/Eject" button to open the cassette compartment. Insert a cassette tape with the open side facing up, then gently close the compartment.
- USB Flash Drive: Insert your USB flash drive into the designated USB port on the side of the device.
- SD/TF Card: Insert your SD or TF memory card into the corresponding slot until it clicks into place.

Operating Instructions

Playing Music

The device supports three primary playing modes:

Figure 3: Three Playing Modes. This image visually represents the three distinct playback options: playing directly from a cassette tape, playing from a Micro SD card, and playing from a USB flash drive.

1. Tape Play:
   - Ensure a cassette tape is inserted.
   - Set the side switch to "Tape".
   - Press the "Play" button to begin playback.
   - Use "F.FWD" or "F.REW" for fast forwarding or rewinding.
   - Press "Pause" to temporarily stop playback, and "Stop/Eject" to stop and eject the tape.

2. USB Play:
    - Insert a USB flash drive with audio files.
    - Set the side switch to "USB/SD/TF".
    - The device will automatically detect and begin playing audio files. Use control buttons for navigation.
3. SD Card Play:
    - Insert an SD or TF card with audio files.
    - Set the side switch to "USB/SD/TF".
    - The device will automatically detect and begin playing audio files. Use control buttons for navigation.

Audio Output

- Built-in Speaker: The device features a 3W speaker with a 4Ω subwoofer soundstage for clear audio playback.

Figure 4: Built-in Speaker. This image highlights the integrated speaker, designed to provide clear and realistic sound reproduction from the device.

- Headphone Jack: For private listening, connect 3.5mm headphones to the "Phone" jack on the side of the device.

Recording Functions

The Gracioso Cassette Player Converter allows recording from its built-in microphone or an external microphone to various media.

Figure 5: Recording Options. This image illustrates the different recording destinations: A) Record to tape, B) Record to SD card, and C) Record to USB. It also indicates the location of the built-in microphone (BC).

1. Recording to Cassette Tape:
    - Insert a blank cassette tape.
    - Ensure the side switch is set to "Tape".
    - Press the "Record" button. The "Play" button will also engage simultaneously.
    - Begin speaking into the built-in microphone or ensure your external microphone is connected to the "Mic" input.
    - Press "Stop/Eject" to end recording.
2. Recording to USB Flash Drive or SD/TF Card:
    - Insert a USB flash drive or SD/TF card with sufficient storage.
    - Ensure the side switch is set to "USB/SD/TF".
    - Press the "Record" button.
    - Begin speaking into the built-in microphone or ensure your external microphone is connected to the "Mic" input.
    - Press "Stop/Eject" to end recording. The audio will be saved as an MP3 file on the inserted media.

Conversion Modes

The device supports multiple conversion functionalities:

Figure 6: Media Conversion. This image illustrates the bidirectional conversion capabilities: converting music from a USB drive to a blank cassette tape, and converting music from a cassette tape to a USB drive. Similarly, it shows conversion between an SD card and a cassette tape.

1. Cassette Tape to USB/SD Card:
    a. Insert the cassette tape you wish to convert.
    b. Insert a USB flash drive or SD/TF card into the corresponding slot.
    c. Set the side switch to "USB/SD/TF".
    d. Press the "Record" button. The audio from the cassette tape will be recorded onto the USB/SD card as an MP3 file.
    e. Press "Stop/Eject" to end the conversion.
2. USB/SD Card to Cassette Tape:
    a. Insert a blank cassette tape.
    b. Insert the USB flash drive or SD/TF card containing the audio files you wish to record onto the tape.
    c. Set the side switch to "Tape".
    d. Press the "Record" button. The audio from the USB/SD card will be recorded onto the cassette tape.

e. Press "Stop/Eject" to end the conversion.

3. Cassette Tape to Computer:
   You can transfer audio from your cassette tapes to a computer using the Audacity software.

Figure 7: Converting to Computer. This image demonstrates connecting the cassette player to a laptop using a data cable. It also shows a screenshot of the Audacity software interface, indicating its use for digitizing cassette audio. A note emphasizes using only the original data cable.

   a. Connect the cassette player to your computer using the original data cable (USB Type-C to USB-A, or appropriate adapter).
   ~~b. Download and install Audacity software from its official website (www.audacityteam.org).~~
   c. Follow the instructions within Audacity to set up the recording input from the connected device and begin recording your cassette audio.
   d. Note: Only use the original data cable provided for stable connection and data transfer.

Maintenance

- Cleaning: Use a soft, dry cloth to clean the exterior of the device. Do not use liquid cleaners or aerosols.

- Cassette Head Cleaning: Periodically clean the cassette player's head and pinch rollers with a specialized cassette head cleaner to ensure optimal sound quality and prevent tape damage.
- Storage: When not in use for extended periods, remove batteries and store the device in a cool, dry place away from direct sunlight and extreme temperatures.
- Avoid Dust: Keep the device free from dust, especially the cassette compartment and ports.

Troubleshooting

Problem	Possible Cause	Solution
No power	Batteries are dead or incorrectly inserted; power cable not connected properly.	Replace batteries, check polarity. Ensure Type-C cable is securely connected to both device and power source.
No sound from speaker/headphones	Volume too low; headphones not fully inserted; media not playing.	Increase volume. Ensure headphones are fully plugged in. Verify media is playing (e.g., tape is moving, USB/SD light is active).
Poor sound quality from tape	Dirty tape heads; worn-out tape; tape not inserted correctly.	Clean tape heads. Try a different tape. Re-insert tape correctly.
Recording not working	"Record" button not fully pressed; media full or write-protected; microphone not connected/active.	Ensure "Record" button is fully engaged. Check media storage and write protection. Verify microphone connection.
USB/SD card not recognized	Card/drive not inserted correctly; incompatible format; corrupted media.	Re-insert media. Ensure media is formatted to FAT32. Try a different USB/SD card.

Specifications

- Model: CR-669
- Compatible Devices: Headphone, USB Flash Drive, SD/TF Card, Cassette Tapes
- Specific Uses: Music Playback, Audiobook Playback, Audio Recording, Format Conversion
- Connector Type: USB Type-C (Power/Data)
- Color: Black
- Item Dimensions (L x W x H): 9.65 x 5.83 x 1.85 inches (24.5 x 14.8 x 4.7 cm)
- Speaker Output: 3W, 4Ω Subwoofer
- Power Supply: 4 x C-size batteries (not included) or Type-C power cable (included)

(This instruction copied from https://manuals.plus/asin/b0d62bzrrr)