

VHS Cassette to DVD



#1 Start the software

1. On the computer desktop, open the folder called “**Video Digitization**” and click the **PowerDirector** icon to launch the software. PowerDirector is the software you will use to convert your VHS tape to a digital file.



2. In the resulting window, choose your aspect ratio. This is most likely 4:3. The 16x9 ratio is for wide screen TVs and will distort your video. Next, click **FULL FEATURE EDITOR**.



3. Insert your VHS cassette into the Sanyo VCR.



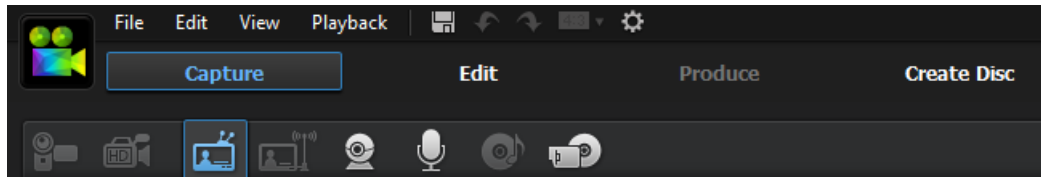
You can watch your video on the monitor. Use the **FAST FORWARD** or **REWIND** buttons on the VCR to find the point on your tape you would like to begin transferring. You can listen using the provided headphones.

#2

Start the Capture

Note: Recording takes place in real time. A 60-minute tape will take 60 minutes to record.

1. In the Full Feature Editor window, click **CAPTURE**.

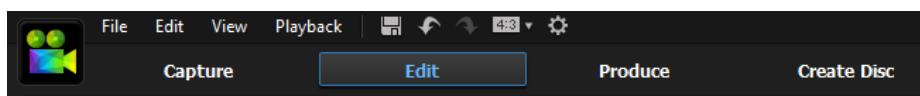


2. When you are ready, click the red **RECORD** button [●] in PowerDirector and manually press **PLAY** on the VCR. The video will begin to record.

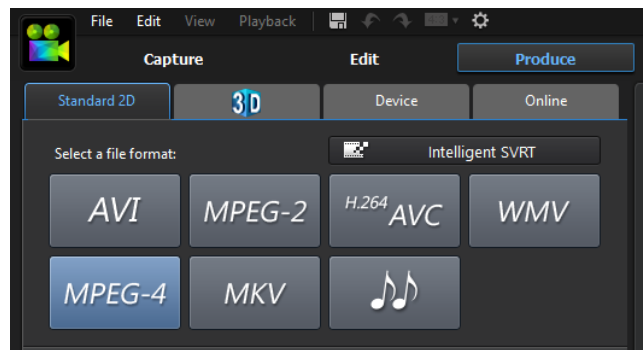
PLAY/STOP



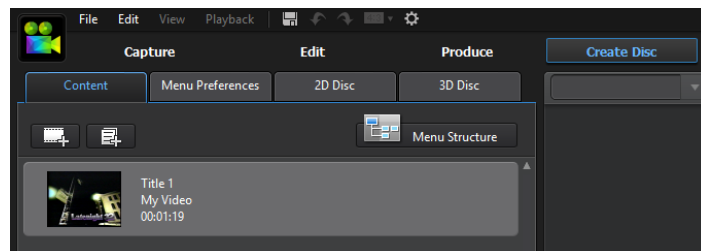
3. To STOP RECORDING, click the red **STOP** button [●] in PowerDirector and manually press **STOP** on the VCR.
4. Once you have stopped capturing the video, a window will pop-up asking you to name your new file. Choose a new name or just click **OK**.
5. Now click **EDIT**. This simply loads your file into the program.



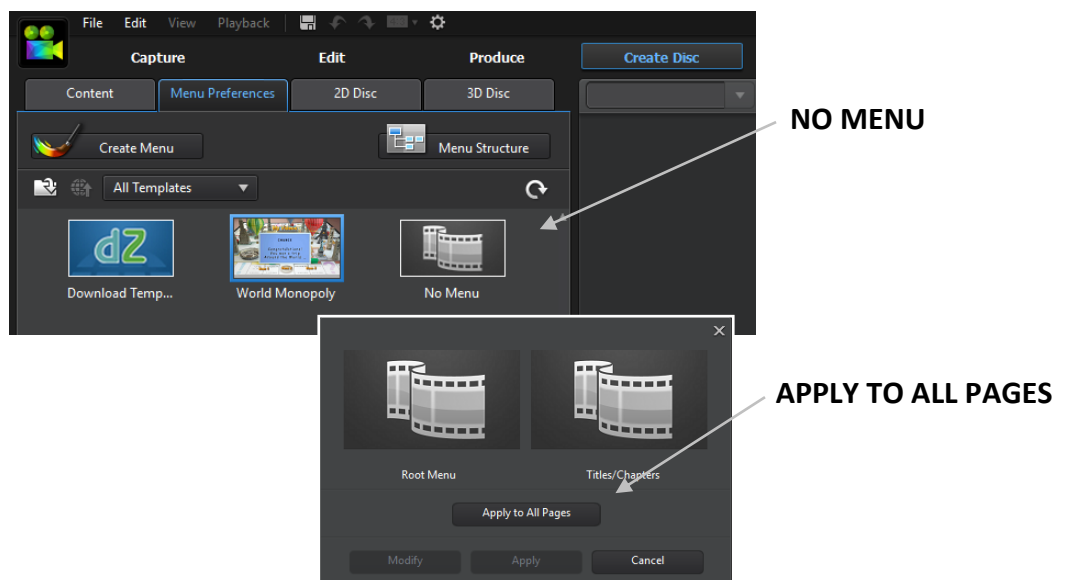
6. Next, click **PRODUCE**, and choose your file format. In most cases you can choose MPEG-4 whether you are going to burn your file to a playable DVD, or save to an external storage source like a USB drive.



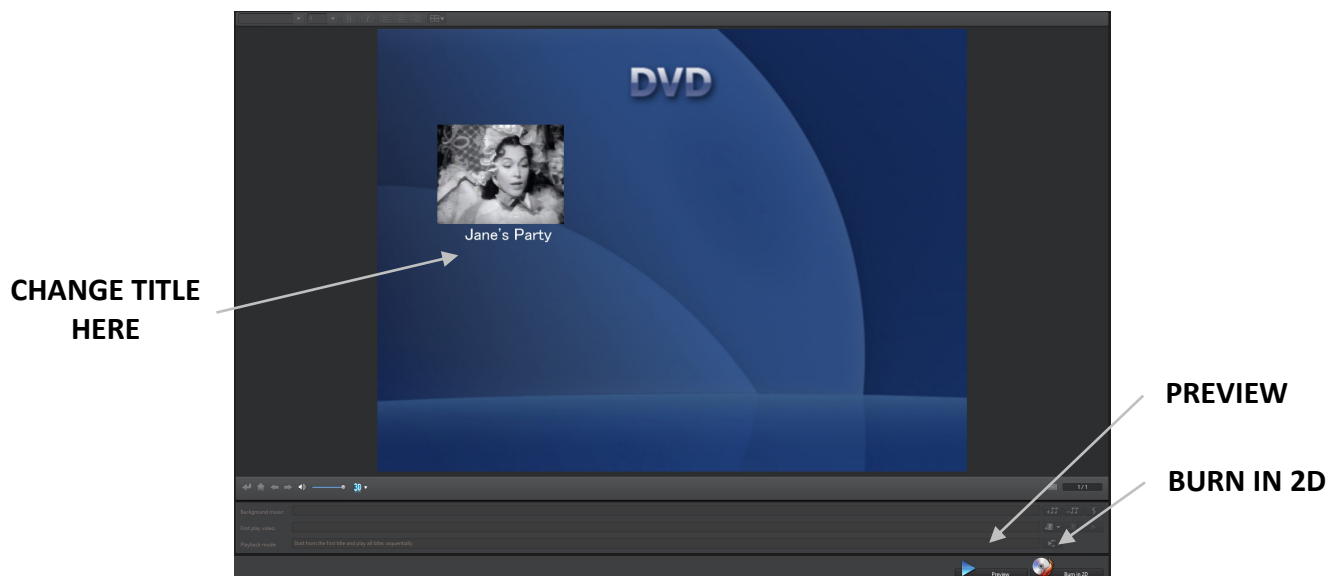
7. Next, click **CREATE DISC**.



The next screen will present your captured video. PowerDirector provides a menu and background by default (it probably looks like a Monopoly board.) To remove this, click **MENU PREFERENCES**, then **NO MENU**, then **APPLY TO ALL PAGES**.



The new image will show your landing page and menu. You can change the name of your video by clicking in the Title box. Here, we've named it "Jane's Party." You can also preview your video if you wish by clicking **PREVIEW** in the lower right corner.



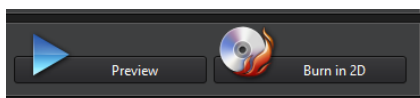
#3

Burn Your Video to a DVD

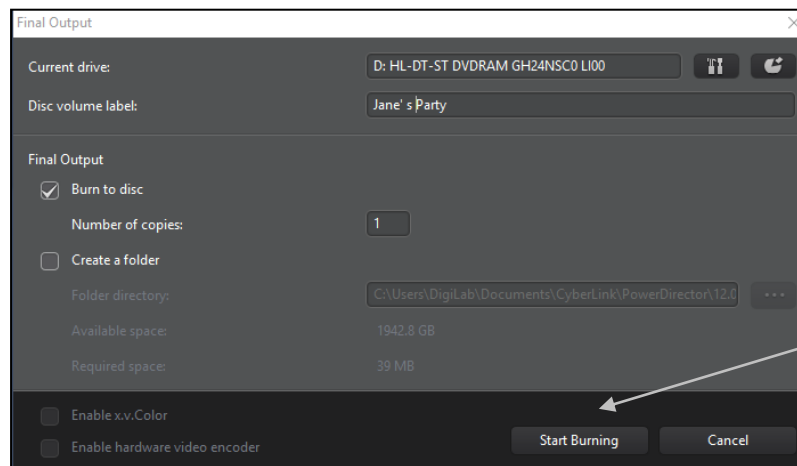
1. Inset a blank DVD-R disc into the computer. You can use your own, or purchase one from the library for \$1.



2. In PowerDirector, click **BURN IN 2D**.



3. The Final Output window will popup. Click **START BURNING**. The computer will begin converting and burning your video to the DVD. The DVD should be playable on nearly all home DVD players and computers. Sit back and relax, depending on the length of the video, this could take some time. An onscreen display will give you a time estimate.



4. Once the burning is successful, click **OK**. The DVD will automatically eject when complete. You then have the option of burning additional copies simply by inserting another blank DVD-R. When finished, click **CLOSE**.

#4

Last Steps

1. Retrieve your VHS cassette from the VCR and your DVD from the computer.
2. Be sure to collect all your personal belongings.
3. Let a librarian know you have finished.
4. Have a great day.