

VHS Cassette to USB Drive



#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.



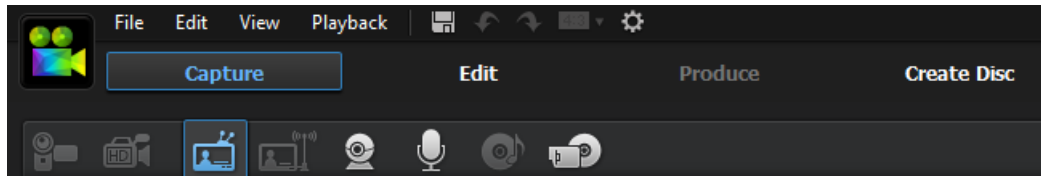
You can watch your video on the monitor. Use the FAST FORWARD or REWIND buttons on the VCR to find the point on your tape you would like to begin transferring. You can listen using the provided headphones.

#2

Start the Capture

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

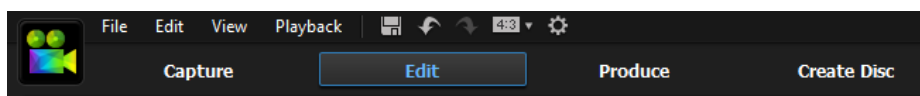
1. In the Full Feature Editor window, click **Capture**.



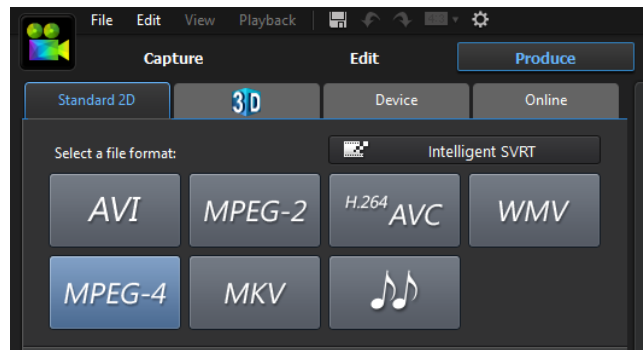
2. When you are ready, click the red RECORD button [●] in PowerDirector and manually press PLAY on the VCR. The video will begin to record.



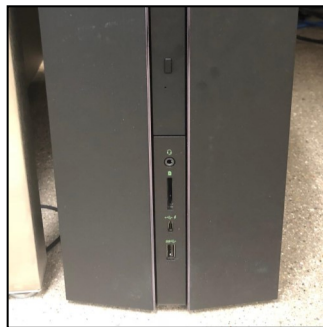
3. To STOP RECORDING, click the red STOP button [●] in PowerDirector and manually press STOP on the VCR.
4. Once you have stopped capturing the video, a window will pop-up asking you to name your new file. Choose a new name or just click OK.
5. Now click EDIT. This simply loads your file into the program.



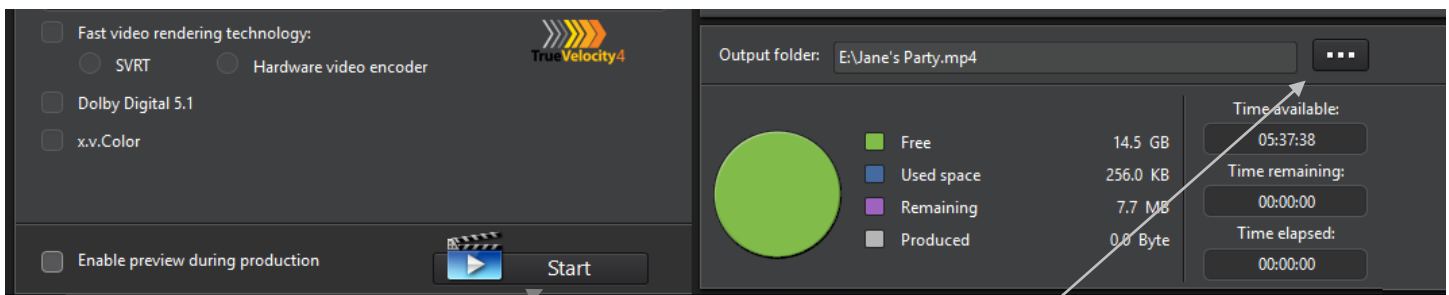
6. Next, click PRODUCE, and choose your file format. Unless you have specific needs for a particular format, choose MPEG-4. It is a widely compatible across the Internet and is the preferred format for uploading to websites like YouTube and Facebook.



7. If you haven't already done so, insert your USB drive into the computer's USB port.



8. While still in the PRODUCE tab, choose where to save your video file. At the bottom of the page choose your Output Folder. Click the 3 little dots and navigate to your USB drive and click SAVE. In the example below, our USB drive is labeled E:\ and the name we gave our movie file is "Jane's Party."



START

**Navigate to your
USB drive**

9. Once you've selected your USB drive as the place to save your video, simply click START. Depending on the length of your video it may take a few minutes to fully transfer.

#4

Last Steps

1. Retrieve your VHS cassette from the VCR and safely eject your USB drive 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.