

# Makerspace & Digital Lab

At the MCDL Virginia Wheeler Martin Family History & Learning Center

## Holiday Head Start: Digitizing VHS

### Supplies Needed:

- Home VHS tapes
- USB Drive (Minimum 32 GB) or External Hard Drive

### Supplies Provided:

- VCR
- CyberLink PowerDirector Software

### Appointment:

Call or email to schedule an appointment for **Digitizing VHS**

Call: 330-722-2681

Email: [makerspace@mcdl.info](mailto:makerspace@mcdl.info)

Note: Appointments are scheduled in 3-hour blocks. VHS Tapes convert in real time (no high-speed transfer).

*With an appointment help is always available!*

### Step by Step Instructions:

Step 1 – Check in for your appointment to be directed to a station in the Digital Lab.

Step 2 – Double click the blue Cyberlink PowerDirector icon.

Step 3 – Switch to “Capture” mode by clicking **File > Capture**.

Step 4 – Click the **Change Folder** button near the bottom of the screen to save your videos directly to your storage device.

Step 4.1 – In the pop-up box, select your drive and click **OK**.

Step 5 – Load your VHS tape into the VCR connected to your Digital Lab station. You will play, pause, stop, rewind, and fast forward using the buttons on the VCR.

Step 6 – Press ► **PLAY** on the VCR and immediately return to the computer to start your recording.

Step 7 – In Cyberlink, click the **Record Button** (red circle) on the right side of the screen below the preview box to begin capturing your video.

Note: When the Record Button is flashing, CyberLink is recording whatever you see in the preview box on screen.

Step 8 – When you’ve reached the end of your video, click the **Record Button** again to end the recording.

Step 8.1 – When you end the recording, a pop-up box will prompt you to name your digitized video. Enter a title and click **OK**.

Step 9 – Repeat steps 1-9 as needed.