

# Converting VHS to Digital File

## Equipment required:

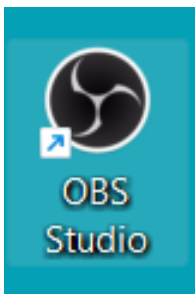
- Your own storage device (e.g. USB drive, external hard drive etc.)
- VCR
- Computer
- Headphones

## How long does it take?

- **Video conversion occurs in real time**, i.e. if your video is an hour long, the recording will take an hour.
- Transferring the file to another storage device will also require additional time.
- You may need to factor in time you have to spend reviewing the VHS tape (e.g. watching the tape to see where you want to start recording or selecting the portions you want to digitize)

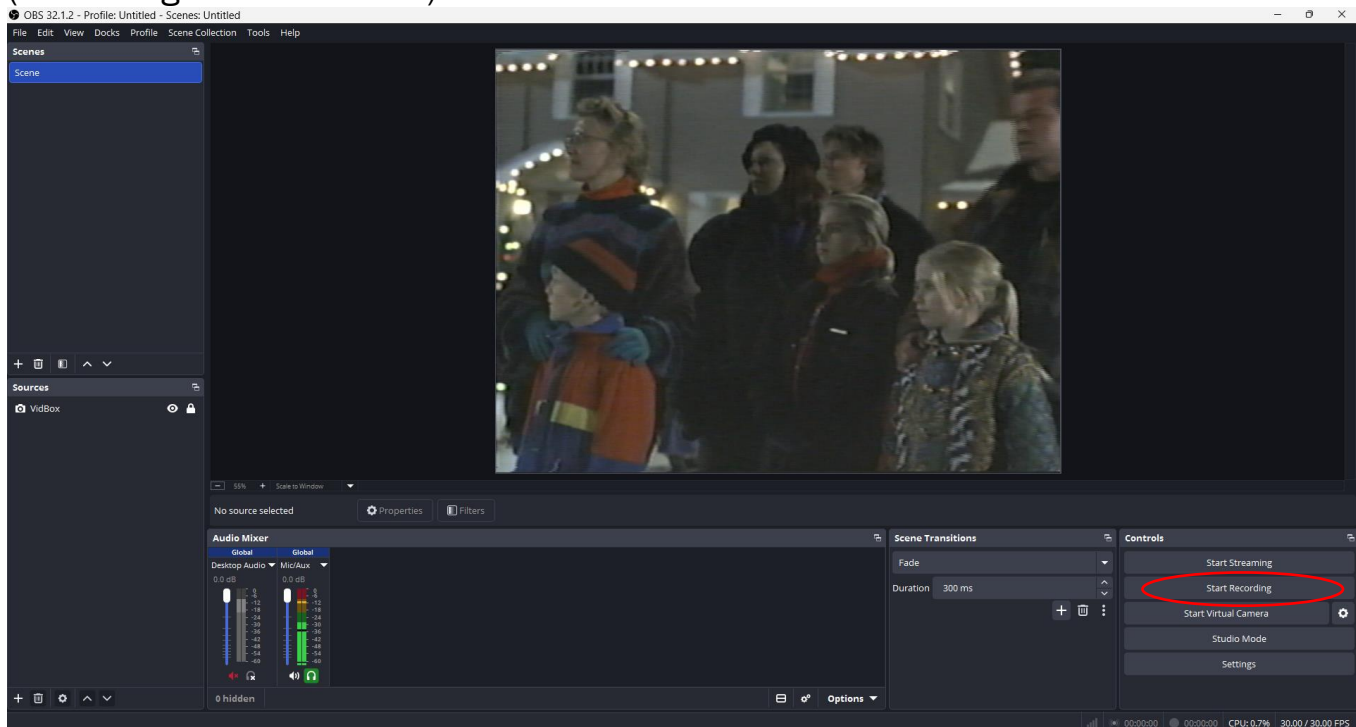
Conversion Time + Review Time + Transfer Time = Total Time  
(i.e.: 30 mins) (i.e.: 10 mins) (i.e.: 10 mins) 50 mins

## Start by clicking the OBS Studio program icon on the desktop

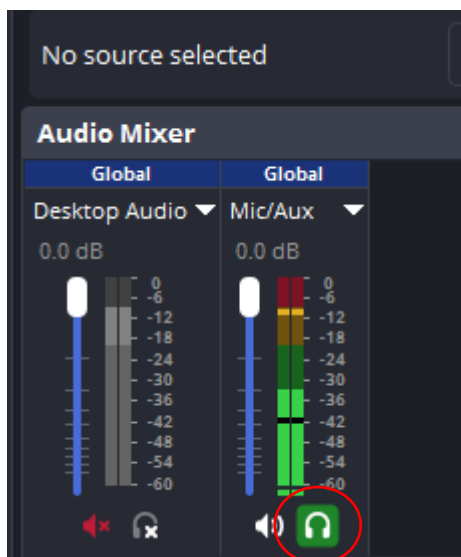


# Start Recording

1. Insert your VHS tape into the VCR and rewind your tape if necessary.
2. Press play on the VCR
3. When you see your tape playing in the preview window, click **Start Recording** (bottom right of the screen)

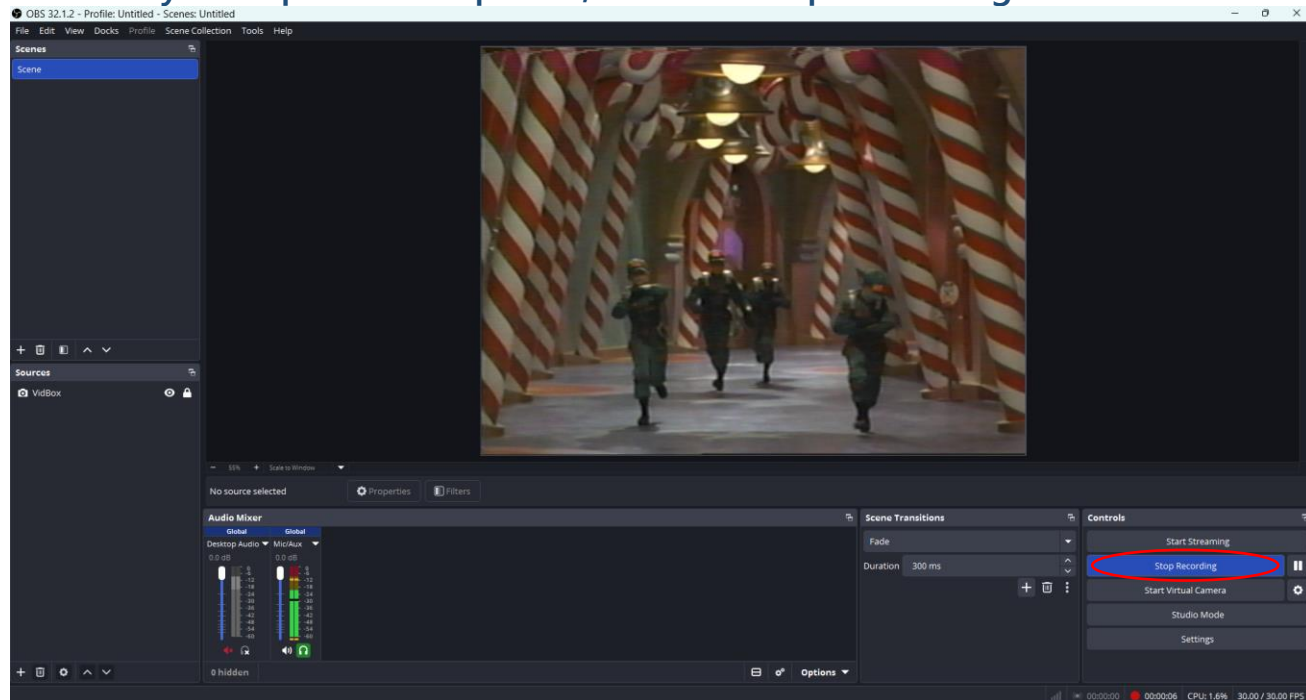


*Tip: If you want to toggle the audio preview on or off during recording, click the headphones icon in the audio mixer tab (If the audio preview is turned off the audio will still be recorded/digitized)*



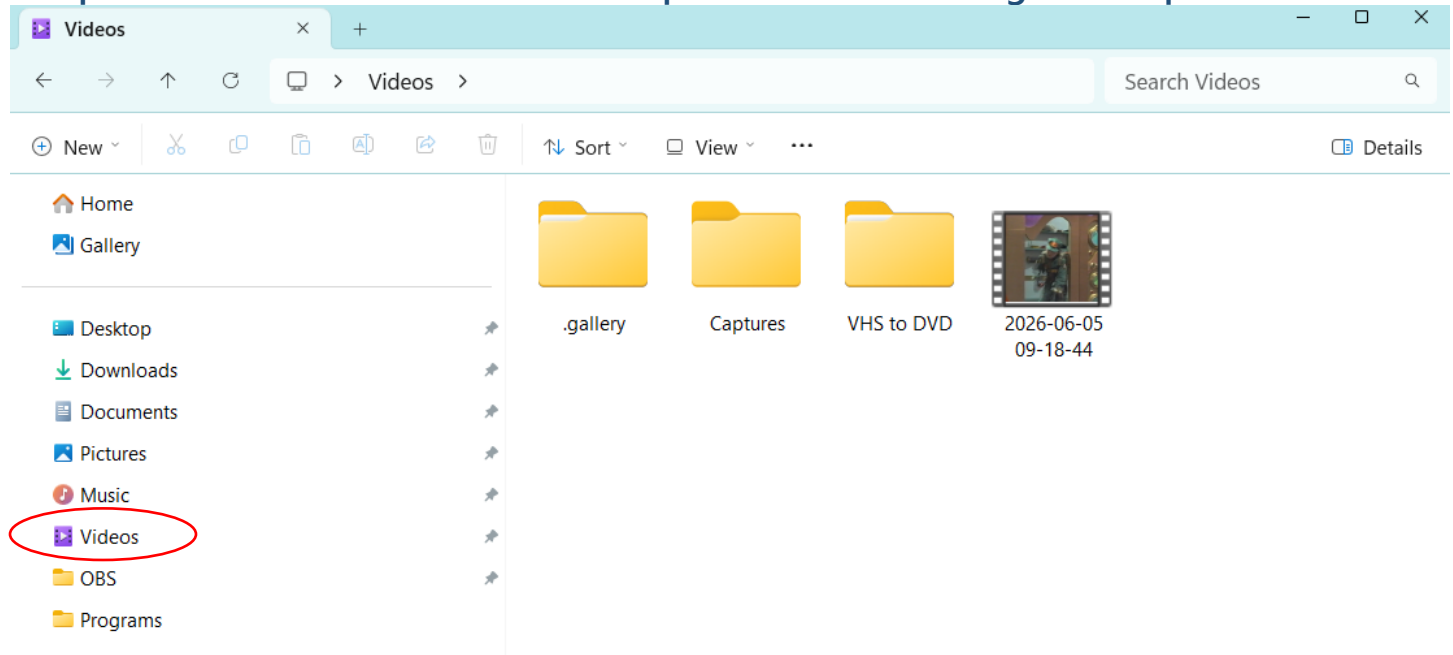
# Stop Recording

## 4. When your tape has completed, click the Stop Recording button

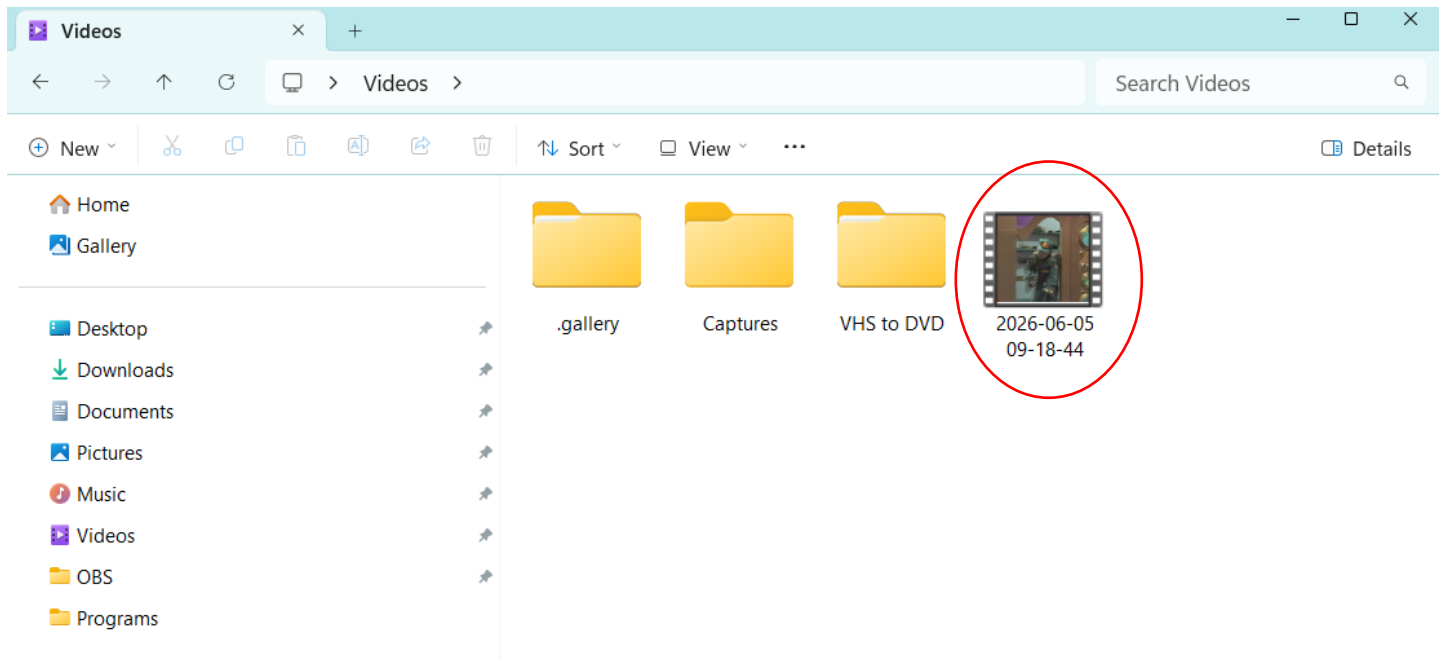


# View the Recording

## 5. Open the Videos folder in the file explorer to view the digitized tape



## 6. The file will be named YEAR-MONTH-DAY-TIME



## 7. Copy the file to your storage device

If you have other tapes to digitize:

1. Eject the current tape from the VCR
2. Insert the new tape into the VCR
3. Repeat the recording process
4. Copy your new recording onto your storage device

## At the end of your session:

- Close all the windows on the computer.
- Check to make sure you did not leave your VHS in the player
- Safely remove your USB or other storage medium
- Power off the VHS player
- Check out at the Info Desk