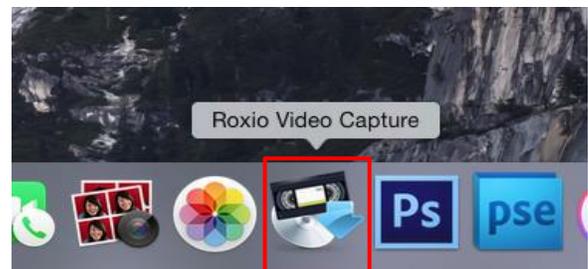


Digitization 101 Video Handout

1. To digitize VHS or DVD, you first need to put them into the VCR/DVD Player. You'll also need the remote to play it because without the remote you cannot do anything! Don't lose it.



2. Then open **Roxio Video Capture**. It will look like the picture to the right. This program will help to convert your VHS or DVD into a digital format.



3. This is what the screen may look like after you have put a VHS tape into in. If you hit play, the blue screen would change to the VHS. If you put a DVD in, the opening menus should start to play. Using this, you can preview the movie to get to the point you want to start. Once you get to that point, hit **"Record"** to start recording. After you hit record, the button will then say **"Stop"**, which is what you will press to stop the recording.

4. After the recording is stopped, all you have to do is finalize the video, which is done by hitting **"Finish"**. Now your movie will be converted into digital format. This may take some time based on how long the video is.

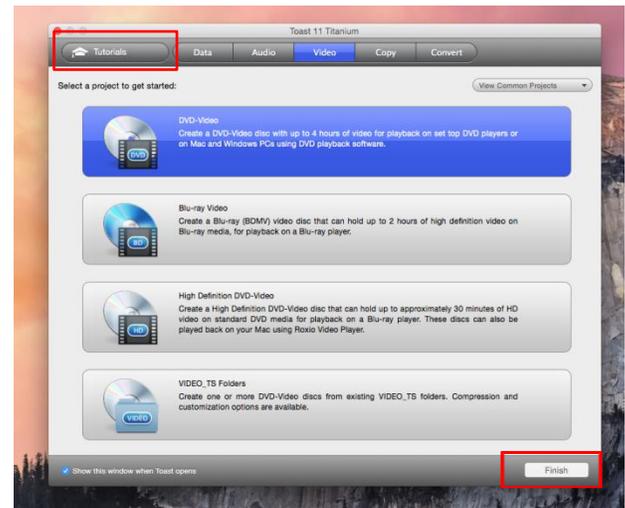


5. Once we have the movie converted to digital format, you can either save it onto a flash drive or to online storage, or you can burn it to a DVD or Blu-ray. To burn it into a DVD or Blu-ray, just insert the disc into the **Samsung Blu-ray Recorder (shown right)**. Both formats are for sale at the info desk, Blu-ray for 50 cents, DVDs for 10 cents, or you can bring your own.



6. You then need to open the program **Toast Titanium**, which will let you burn a digital file onto a disc. All you need to do is click the icon highlighted to the left. The program may automatically open if you put a disk into the Samsung player.

7. You then see this opening menu. Click which format you want and continue. Note there is also a **“Tutorials”** button, which can help you walk through. Hit **“Finish”** when you are ready to proceed.



You can name your movie here

Change your disc menu

Adjust your video settings here

This will show your disc format and how much space is on the disc.

Click here to find your file.

Click here to set up multiple copies

Click here to burn the file to the disc.

8. Finally you will get to this screen. All you need to do is find your file by pressing **“Add files”** icon. You can also select image quality, menu setup, make copies, and a few other options from this menu. Once you have your file and are satisfied with your settings, hit **“Burn”**. This may take a while.