

# VHS Converter Instructions

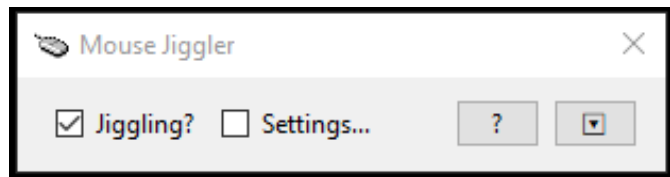
## What to Bring

- A standard-size VHS tape
- A USB drive or recordable DVD (i.e., DVD-R/RW or DVD+R/RW format)

## How to Use the Machine

1. Log into the computer attached to the VHS Converter.  
**Note:** You must stay at the computer for the duration of your session. WPL is not responsible for the loss of any data or the loss of personal possessions if you step away from the computer.

2. The Mouse Jiggler program will be open when you log in to the computer. Check “Jiggling”. This will help to keep the computer logged in if you forget to move the mouse. Without the Mouse Jiggler the computer will reset after 10 minutes of inactivity.



3. Double click the “Roxio Easy VHS to DVD Plus” icon.
4. Insert your VHS tape into the machine.



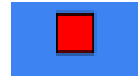
5. Click the Video button.

6. Fast-forward or rewind to the proper starting point on your VHS. Click the Record button when you are ready. The Record button is blue with a red circle.



7. Press the Play button on the VCR. The computer is now recording your VHS tape.
8. The video appears in the preview window. You can mute the sound or plug in headphones to listen as it records. Note that the recording happens in real time.

9. Once recording is finished press the Stop button. The Stop button is blue with a red square.



10. At this stage you have the option to name your recording or enhance the recording.
11. Click Next when prompted.
12. Click on File or DVD to choose the way that you want to save the newly digitized video file.
- If burning to a DVD insert a blank disk into the computer. Click on Burn. The My DVD Video Editor will launch with options to add themes, chapters and burn the project.
  - If saving to a file click on Export. Save the file to the computer. Insert a USB drive and move media file to the USB or save to a cloud storage provider.  
**Note:** *If the USB is showing that it isn't formatted or that there isn't enough storage space please see library staff who will be happy to assist.*

### Need Further Assistance?

If you would like further assistance please book a [Tech Connect](#) appointment and a staff person will provide one-on-one assistance with the VHS converter. To book a Tech Connect appointment, please speak to staff or visit [wpl.ca](http://wpl.ca).