

## **Procedure for VHS Conversion on Windows Computers Using Adobe Premiere Elements**

### **Overview**

These procedures are in several sections to cover related steps in the overall process: Preparation in Advance; Capture from VHS Tapes; and Edit Using Adobe Premiere Elements. Please read the entire procedure before beginning your conversion project.

### **A. Preparation for Workshop – before coming to Cyber Center**

**It is strongly suggested that you purchase Adobe Premiere Elements and install on your home computer prior to attending the workshop, although this is not mandatory. (See computer requirements at the Appendix.)**

1. Select VHS tapes you want to convert and view these tapes at home.
2. Write down titles for each segment of your video, in 15 minutes or less segments, depending on logical breaks in your video scenes, such as “50<sup>th</sup> Birthday Party”, “Susie’s Piano Recital”, etc. Rewind the tape.
3. Bring the tape and the titles with you to the workshop.
4. Bring a DVD+RW or DVD-RW to the workshop so that your files can be burned and taken with you when you leave. One DVD will hold approximately 15 minutes of captured video in the .AVI format.

### **B. Capture from VHS Tapes**

#### **1. Equipment Setup Procedure**

- a. You will be using #L13-DAVE Computer in the lab.
- b. Turn on the power strip behind the computer monitor.
- c. Turn on the converter box (small black box behind monitor; power is the small black switch on back of converter ). Be sure the blue light on the front, under “ADVC-100,” is showing on the right side for ANALOG In - if not press the silver button on top of the box to select the right side. The converter box changes your analog tape to digital format to be used on your DVD.
- d. Turn on VCR and insert tape.
- e. Turn on TV monitor above VCR to monitor your work.
- f. If you need to rewind your tape, use the Rewind on the Remote Control. Position the tape at the point where capture is to begin.

(Note: The Club’s equipment can also be used to capture Camcorder tapes (analog & digital) but special setup procedures are required. Contact the Media Conversion Workshop leader.)

## 2. Capture Process

- a. Set up a folder on the D drive with your name - where you will be saving today's project.
- b. Open Adobe Premiere Elements; select **Setup > Custom > Default Setting > Save As Default**.
- c. **Select New Project** - Name your project, and select the folder you have set up on Drive D, for saving your work > **OK**. Your files will be saved in .AVI format. You will see Screen Print #1 on page 4. There is a Tool Bar on top and 4 windows: **Media; Monitor; How To; Timeline**.

**Note:** *Help Available - Click Window > How To > there is a lot of good information here.*

- d. On the Tool Bar select Capture to load capture workspace window. You will see the Media screen on the left and the Capture screen on the right, and Timeline window along the bottom. See Screen Print #2 on page 4. >In the Capture window enter the clip name using the titles for each section that you have previously named or you can number them in numerical order. Each clip becomes a separate file, with that name, in your folder on Drive D. (By default your project name is entered for the first clip name, and the project name + 01, 02, etc. is entered for additional clips.)
- e. Start the capture:
  - (1) In the capture window, under the small monitoring screen, **click on the Capture button first; then,**
  - (2) **Immediately select play on the VCR or remote.** You will see your movie playing what is being captured. *Do not try to access any other window when in the capture process.* Above the capture monitor screen the clip name and capture duration (time) are shown. Each time you Stop Capture, that clip will be saved and a new one started.
- f. **Remember:** Each clip should be less than 15 minutes in duration. Watch the time display above the monitor screen in the capture window; after no more than 15 minutes; **(1) pause the VCR first, then (2) select Stop Capture** (under the monitor screen in the capture window) second. That clip/segment will be saved in the Media screen and on the hard drive in your video folder
- g. Change the clip name in the Capture window to correspond with your next segment and repeat #e & #f above until you have captured all material on your VHS tape.

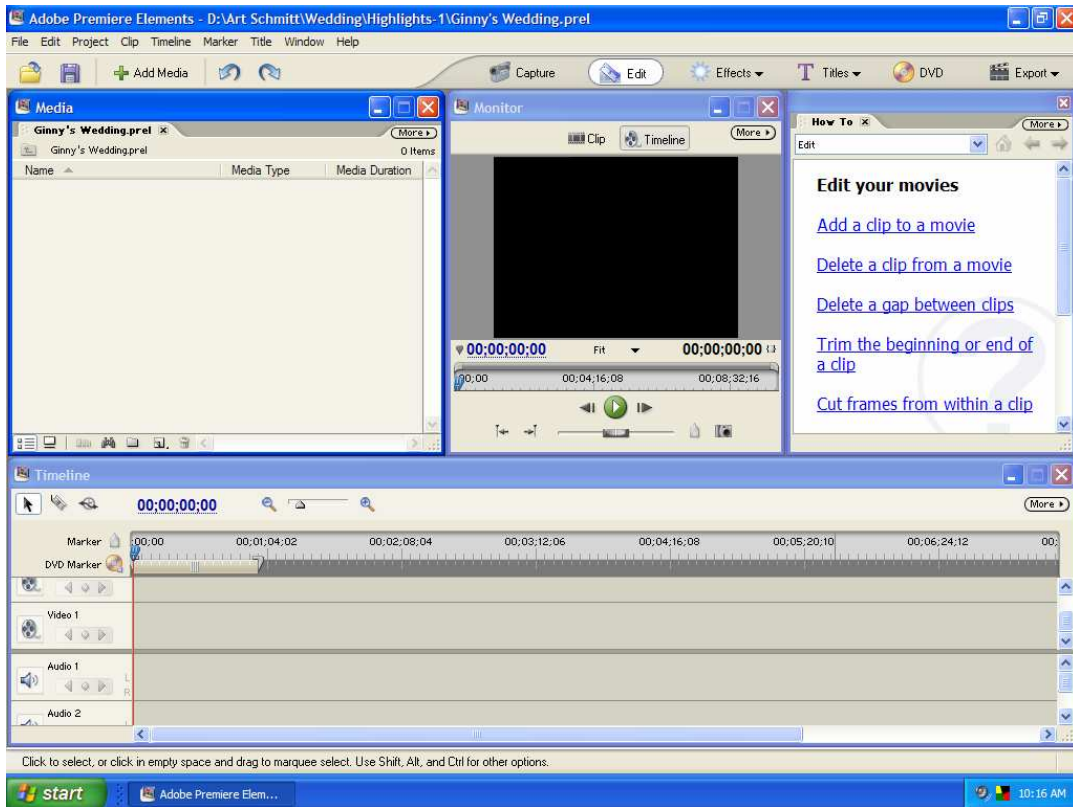
**Note:** *If you get a message saying that some of your frames were dropped, rewind your VHS tape and try to capture that segment again. If that doesn't correct the problem, defrag of the hard drive may be necessary; advise a Lab Monitor.*

- h. Stop your Capture session to give yourself time to complete the remaining steps to save your files.

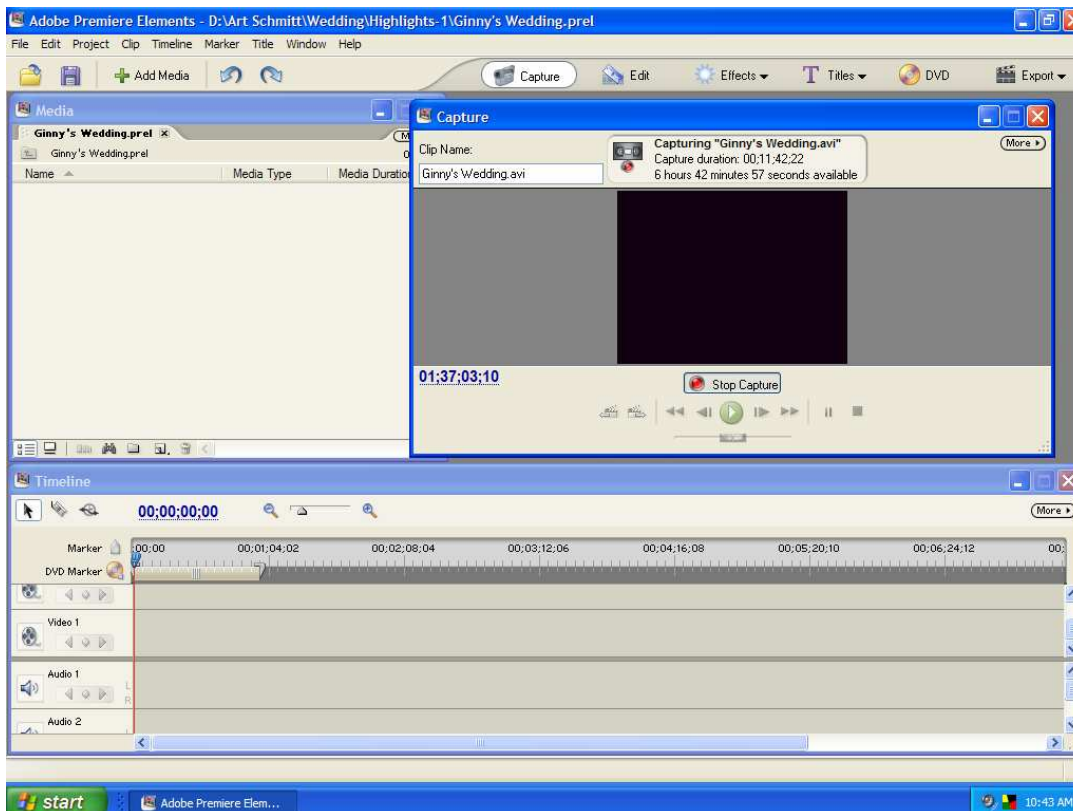
### 3. Saving Your Files

- a. **You must copy all your .AVI files captured today to a DVD+RW or DVD-RW and take them home with you.** The hard drive (D:) will not hold files for several different members; therefore, take the following steps:
- b. Look in your folder on D drive to confirm that all of your files captured today are there.
- c. Open the “**Record Now**” program on the desktop > open the yellow folder near the top (Data Projects) > create Data Disk > add files and folders > Browse back to D Drive > open your folder containing today’s files > one at a time highlight only the .AVI files, > add > Burn. Continue adding your files to the same DVD until the disk is full or until you have burned all your files. Remember, each DVD will hold only about 15 minutes of recorded viewing. If you made clips near that size, you can record only one clip on each DVD.
- d. Open your DVD to be sure all your .AVI files from the your folder on D drive are there. Note: Most DVD Players (connected to TV) cannot play this .AVI file type. The file can be viewed on your computer with Adobe Premier Elements, with Widows Media Player and Windows Movie Maker, and other media software.
- e. Delete your folder on D drive. **Delete your folder by holding down the Shift key and hitting Delete** – this keeps the files from going to the recycle bin. **All of your captured video from today’s session will be deleted when you leave or by someone else after you leave.**
- f. If you have Adobe Premiere Elements on your home computer, you will be taking your .AVI files home to edit. If not, schedule a time in the lab to use this same computer to edit your video and bring your DVDs back to the Lab.
- g. Before leaving the Lab: Close all programs on the computer but DO NOT turn it off. Turn off the VCR, TV monitor, converter box, and the power strip behind the computer monitor.

## Screen Print #1



## Screen Print #2

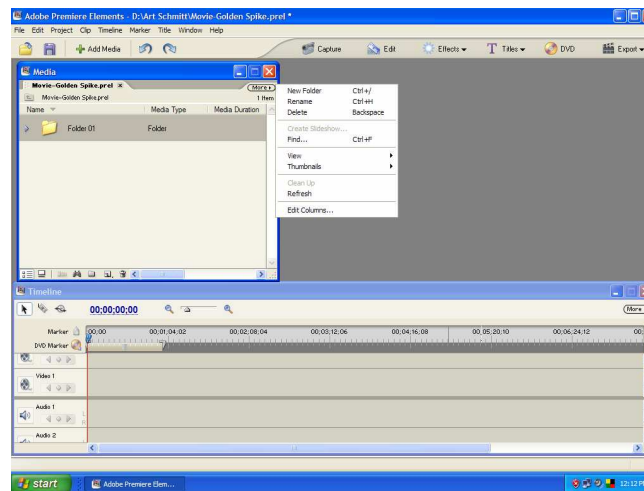


## C. Create a DVD Using Adobe Premiere Elements

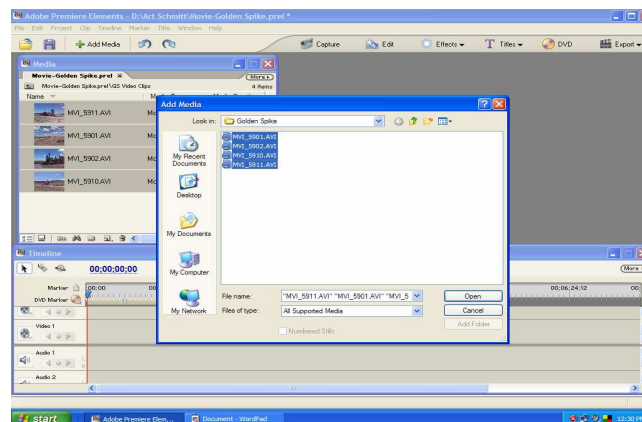
**Note:** These procedures do not address the many editing capabilities available to you with Adobe Premier Elements or similar programs. A regular training class of instruction using these features is being developed. These procedures do cover some basics for loading your movie files (clips) into the program for editing and then creating a DVD which can be played on most computers and DVD players.

### 1. Load Your Video Clips

- a. You can copy your .AVI files from the DVDs to your hard drive or import them into your Premier Elements Project directly from the DVDs.
- b. Open Adobe Premiere Elements and open your project or select New Project, then name it and save it to a folder for your project.
- c. In the **Media** window make a folder for your video clips for this project. In the **Media** window, click **More > New Folder**. Then name the folder “**Video Clips**.” (Make a separate folder for each of the other types of media you will be using; e.g., audio clips, still pictures, titles).

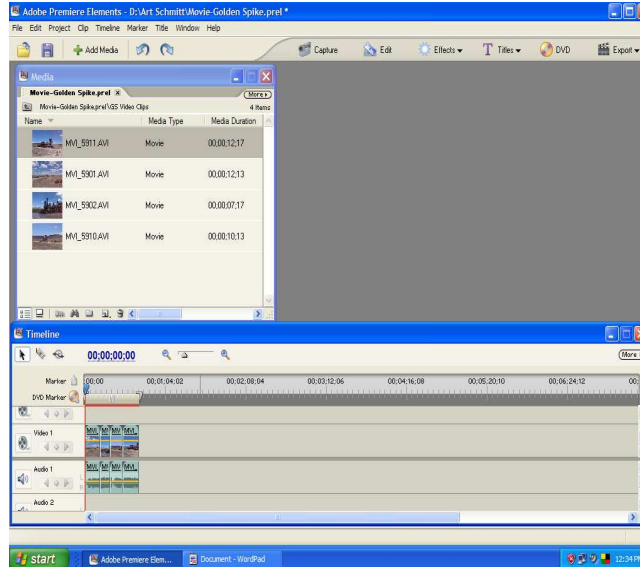


- d. Select the **Video Clips** folder, then on the Toolbar select “**Add Media**” (or on the menu bar click File > Add Media). Browse/navigate to the location of you captured AVI files. Select these files (your Clips) and click **Open**. The files/clips are added to your Media folder. Save your Project (click on the disc icon on the Toolbar).

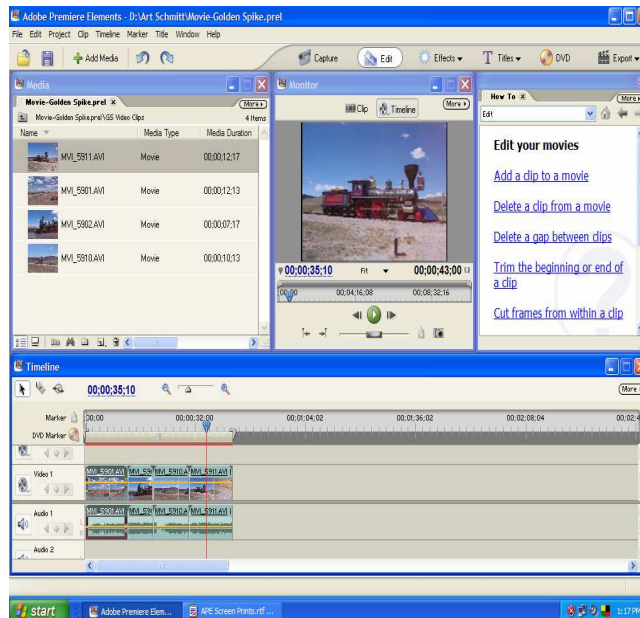


## 2. Edit Your Video Clips

- a. Drag your clips from the **Media** window to the **Timeline** one at a time in the sequence you want for the movie. Open the **Monitor** window (on the Menu bar select Window, then Monitor screen).

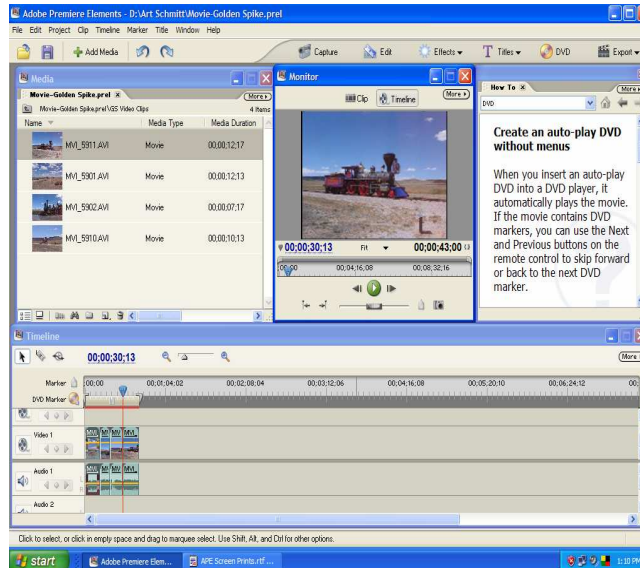


- b. Select **Edit** on the Toolbar. Select **Edit** in the **How To** window. Edit your clips in the **Timeline** window as you wish. For example, trim sections from within a clip or from the end. Details of editing techniques will be offered in a formal training class now in development. Save your project.



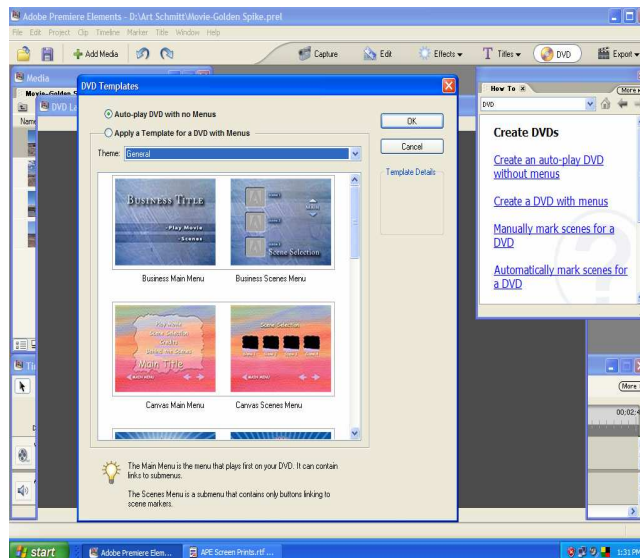
### 3. Create a DVD of your Movie

- a. Create an Auto-play DVD of your movie -- you must have a DVD burner. (More elaborate DVDs with titles, etc, can be created but are not in the scope of these workshop procedures.) Select **DVD** in the **How To** window. Put a blank DVD in the burner.



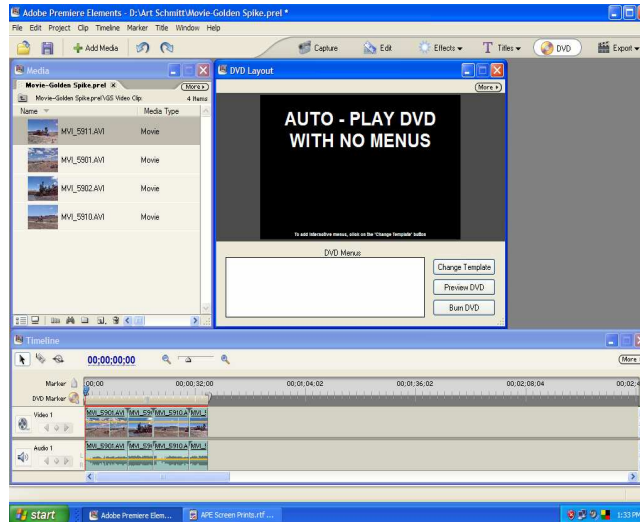
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- b. On the Toolbar click the **DVD** icon, click the button “Auto-play DVD with no menus,” then “Ok”.



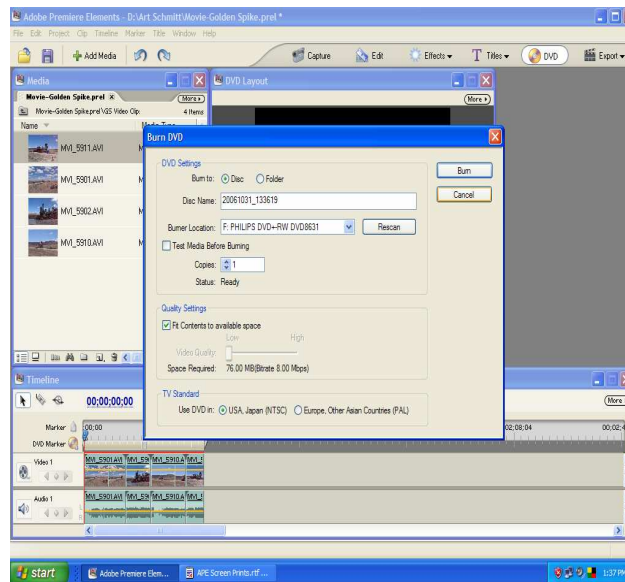
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- c. The DVD Layout window appears. Click **Burn DVD**.



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- d. The **Burn DVD** window appears. Confirm proper selection of your DVD burner. Enter Disc Name if you wish. Confirm “**TV Standard/Use DVD in USA**” button is selected. Click “**Burn.**”



- e. The program will burn the DVD automatically. When complete, Save your Project again. Note that will take some time for the program to render a seamless movie from your clips, compress the large file so it fits on a DVD, and burn the DVD disc. (Example: A 40 second movie took 4.5 minutes to render, compress, and burn the DVD. Completed movie was just 35MB. A DVD will hold a movie of 4GB.)

4. **Before leaving the Lab:** Close all programs on the computer but DO NOT turn it off. Turn off the VCR, TV monitor, converter box, and the power strip behind the behind the computer monitor.

## **Appendix**

### **System Requirements for Adobe Premier Elements**

#### **Here is the minimum Computer spec recommended by Adobe**

Adobe Premiere Elements may not run correctly on a system that doesn't meet the following requirements:

- Intel Pentium III 800 MHz or AMD Athlon XP [ **I recommend P4, 3.0 GHz** ]
- Microsoft Windows XP (Home, Pro, Media Center) running Service Pack 1
- 256 MB of RAM [ **I recommend 512 MB** ]
- 1.2 GB of available hard disk space for installation [ **Go after 3 drives if possible: 40GB [C Drive], 2-80GB [D&E Drives] --7200RPM** ]
- CD-ROM drive (compatible DVD burner required for Export to DVD)
- 1024 x 768, 16 bit (XGA) display
- Microsoft DirectX 9 compatible sound and display drivers
- DV/i.Link/FireWire/IEEE 1394 interface to connect a **Digital 8 or DV Camcorder**

**Verify that device drivers are compatible with Windows XP.** Device drivers are files that allow Windows to communicate with devices such as capture cards, video display adapters, SCSI cards, and disk drives. Contact the device manufacturer to ensure that you have the latest driver for it.

For instructions on how to verify that device drivers are compatible with Windows XP, see "Using Device Manager" in Windows Help

(See: <http://www.adobe.com/support/techdocs/330724>)