A Guide for Digital Conversion

DVCAM

HDV/DV

Mini DV
Power On and Flip Down Cover of HDV Player to Open

Located in the upper left hand corner of the machine, is the POWER button. Lights will illuminate on player.

Look Inside HDV Player

Look inside to make sure there is not a tape in the machine.

To Eject: Press EJECT button. If there is a tape inside, it will automatically eject the tape.

Take it out gently and give it to a staff member.
3 **Insert Tape Into HDV Player**

Insert tape face up (windows on tape should be facing up). The mechanism will automatically accept it.

4 **Close the Cover of HDV Player**

5 **Launch App - ‘iMovie’**

On iMac computer, launch app ‘iMovie’, located at menu bar at bottom of screen.
6 Select 'Import Media' on iMovie, 'My Movie' window

Import Window will open. Locate Sony HDV-VCR Camera.
7 Begin a New Project in ‘iMovie’, from ‘Import’ window
Under ‘Import to’, Select ‘New event...’

8 Name Your Project
9 **Rewind & Review Tape**

**Locate Starting Point for Recording**

Use the menu in the *Import window*.

10 **Start Import**

Select the ‘**Import**’ button, which can be found at the lower right-hand side of the window.
11 **Stop Import**

When you have completed importing your footage, press the **Pause** and **‘Stop Import’** buttons.

12 **Close Import Window**

Once the import window has been closed, go back to the ‘**My Movie**’ window.
13 Find Imported Footage on My Movie Window

You should now be in the ‘My Movie’ window.

Find your captured footage under ‘iMovie Library’ files and ‘My Media’ tab. Here are your project files.
Compile All Clips into One Project

Drag and drop each desired clip towards the bottom of the page, and arrange in preferred order. Once you are ready to save, move on to the next step.
Share Project

Once you have arranged your clips, you can now share and save. Select the 'Share' button at the upper right hand corner of the window.

Save Project

- Select 'File'. A new window will appear.
- Modify information
- Click Next. A new window will appear.
- **Save As**: Name your project, **Where**: Desktop
- **Save**
17 Progress Indicator

A progress indicator will appear on the upper right side of the toolbar. Click the progress indicator to see details. The indicator disappears when the operation has finished.

After the share process is complete, the movie opens in QuickTime Player. A “Share Successful” notification also appears.

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18 Locate File(s) On iMac Desktop And *Transfer to Your External Drive

On the iMac desktop, locate your .mp4 file and import it into your external device, using the drag and drop method.

*Transfer to External Device:
1. Open Finder, located along menu bar at bottom of desktop.
2. Locate your device, along menu on left.
3. Drag and drop your digitized file(s), into your device.
19 Locate Compressed File(s) On iMac Desktop And Save to Your External Drive
On the iMac desktop, locate your .mp4 file saved on the desktop and import it into your external device, using the drag and drop method.

20 Delete Personal File(s) From iMac Computer
Once you have confirmed that your files have been saved to your external device. It is time to remove your personal files from the iMac computer folder(s) and software

(e.g. iMovie, Handbrake, Blackmagic Media Express).

To place in the trash: either drag and drop into trash OR right-click -> Move to Trash.

Remember to take your external device, as well, as any personal belongings with you. (e.g. Tapes).
FAQ:

**How much time will this take?**

- For every 1 minute of video, it will take 1.5x to digitize it. Capture happens in real time, and then the file must be converted, described, and saved.
- We recommend digitizing no more than 1 hour of video in a lab session.

**How much storage space will I need?**

- 1 hour of video = 4 GB when saved as an MP4.