

INTRODUCTION

This poster presents a workflow for digitizing VHS tapes. During an internship at Marquette University Archives and Special Collections, the presenter created the VHS Digitization Workflow for in-house digitization of VHS tapes for reference requests. The digitization process requires a VHS tape deck, an analog-to-digital converter, and capture software.

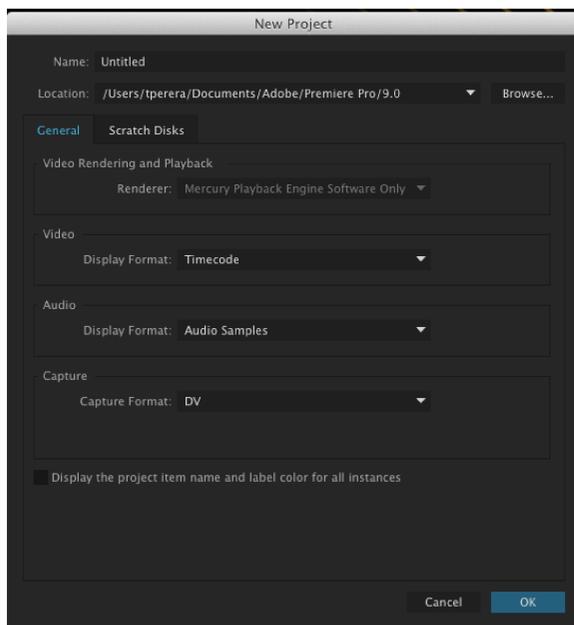
The workflow demonstrates how analog data in VHS tapes can be captured as a digital file using Adobe Premier Pro software. The software program was available at the repository, and was therefore adopted for the workflow. Basic editing and adding a time stamp are also covered in this workflow.

This workflow illustrates an in-house method of capturing content from VHS tapes to create low-resolution digital access copies.

1. Creating a Project

Open Adobe Premier Pro, and select “New Project”.

Stick with the defaults in the pop-up window. Make sure you specify the location and name the project.



Special Thanks To...

Jeff Ksiazek, Archivist, Ward Irish Music Archive, Milwaukee, WI.

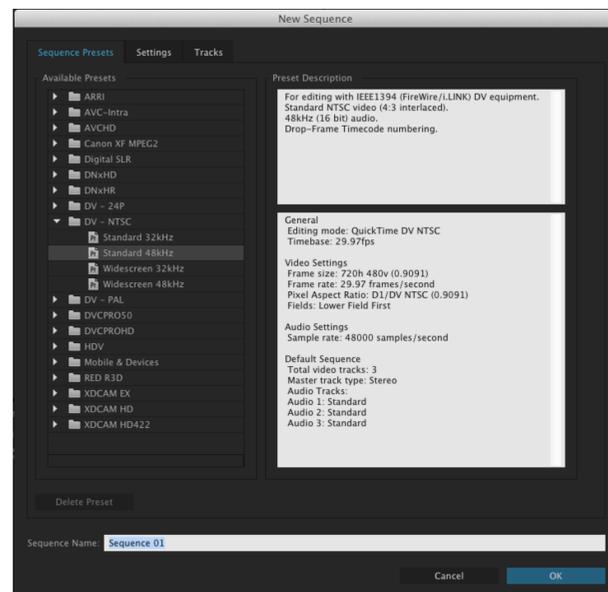
Ling Meng, Former Associate Academic Librarian, UWM Libraries Digital Collections and Initiatives, Milwaukee, WI.

Bill Fliss, Archivist, Marquette University Archives and Special Collections, Milwaukee, WI.

2. Creating a Sequence (Editing Workspace)

From File menu: New – Sequence.

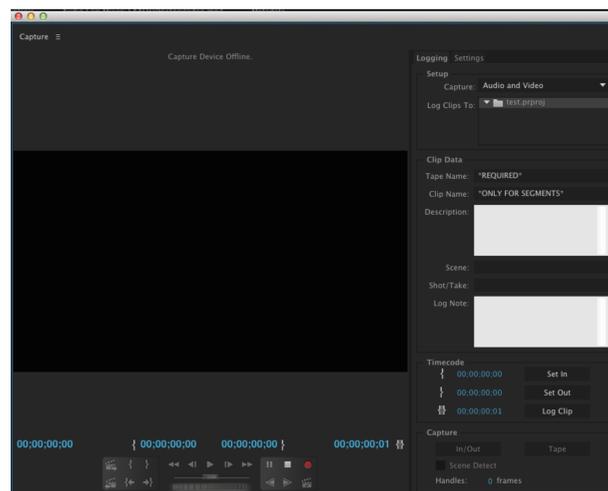
For Sequence settings: Default for most VHS tapes is DV-NTSC with Standard 48kHz setting. The captured digital file will be a standard DV file with a AVI wrapper. Under specifications shown below, the video will be captures with some compression, but the audio will not be uncompressed.



3. Capturing Video

Rewind VHS tape using playback equipment.

From File menu: Capture, and press record (red) button. Default settings (see below) are recommended. Use equipment controls to play tape (if function is not available via Capture window).



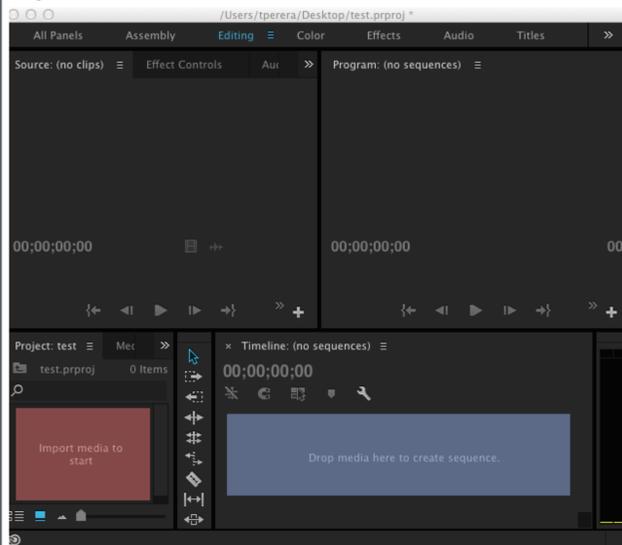
Stop the capture using stop button next to record button. A pop-up will appear to save the file (Default file extension is .avi).

Specify file name and click ok to save capture.

4. Importing a File for Editing

From File menu: Import –select file captured in Step #3. File will load in **Project** window (bottom left).

To edit video, click and drag to **Timeline** window (bottom right).



Video is playable using controls in **Program** window (top right).

5. Creating Access Copy

To export a clip (“Create Access Copy”), **Timeline** window should be selected.

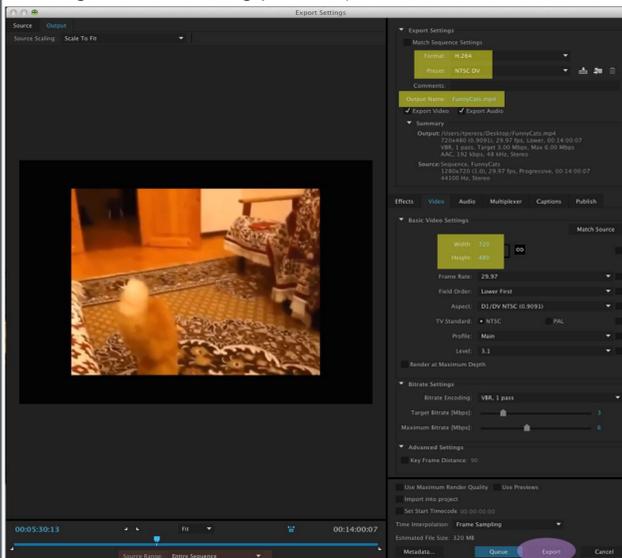
From File menu: Export – Media (shortcut: Ctrl+M).

Recommended file format is .mp4 with H.264 wrapper.

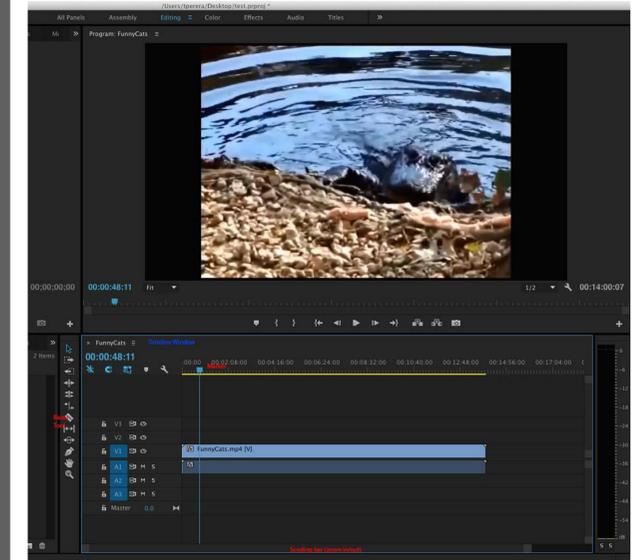
“Output Name” is the file name. Make sure to retain file extension (.mp4) at the end.

VERY IMPORTANT: Verify the location of file. The default save location is your computer desktop.

Verify Preset is NTSC DV, and that all default settings have been retained (this should not have changed throughout the editing process).



Optional: Editing Tools

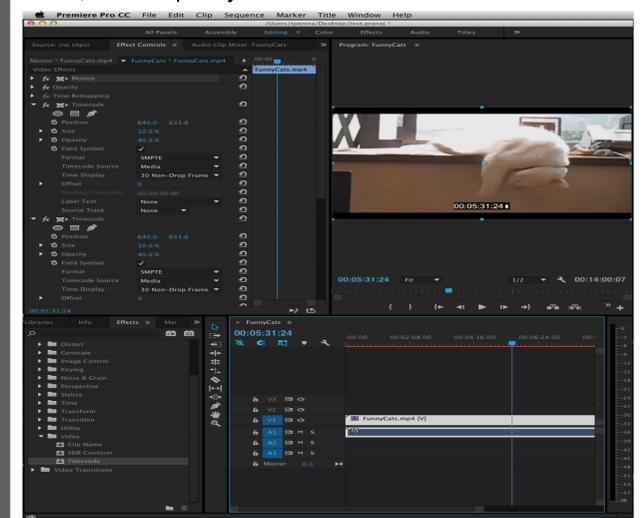


Optional: Adding a Timestamp

From **Project** window: “Effects” tab – “Video” folder. Select “Timecode,” and click & drag and place on video track in **Timeline** window. Timestamp will display on video.

Open “Effects Control” tab from top left window (“Source” window).

Adjust position of timestamp by adjusting “Position,” “Size,” and “Opacity.”



Resources

Capturing video clips using Premiere Pro
<http://library.tamu.edu/services/media-reserves/handouts/capturing-video-clips-using-premiere-pro.html>

Premier Pro Help page on Digitizing Analog Video
<https://helpx.adobe.com/premiere-pro/using/digitizing-analog-video.html>

Pennington, Scott and Rehberger, Dean, “The Preservation of Analog Video through Digitization,” in *Oral History in the Digital Age*, edited by Doug Boyd, Steve Cohen, Brad Rakerd, and Dean Rehberger. Washington, D.C.: Institute of Museum and Library Services, 2012,
<http://ohda.matrix.msu.edu/2012/06/preservation-of-analog-video-through-digitization/>