Memory Lab
USER HANDBOOK

A step-by-step guide for using the Wheelock
Branch's Memory Lab equipment and accessories.

Version 1.0

tpl | Memory Lab Network | INSTITUTE of Museum and Library SERVICES

DIGITIZING VIDEO TAPE

The Memory Lab includes equipment to digitize VHS and VHS-C video tape, Video can be converted from its original format to either mov or mp4 files. It takes time setting up, capturing your media, and saving your files. The best rule of thumb is for every one minute of video or audio will take 1.5x to digitize it.

Equipment you will use: your video tape, VCR, OBS, and your personal storage device. Headphones are optional.
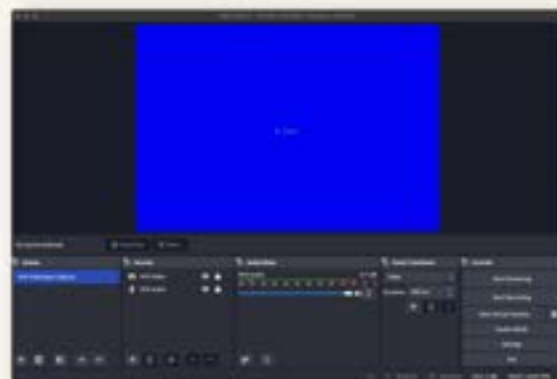

| VCR | OBS' icon | VHS videotape | Personal Storage Device |

Step 1

Log on to the Memory Lab Computer and click on the "OBS" icon found in the dock at the bottom of the screen to open the program.

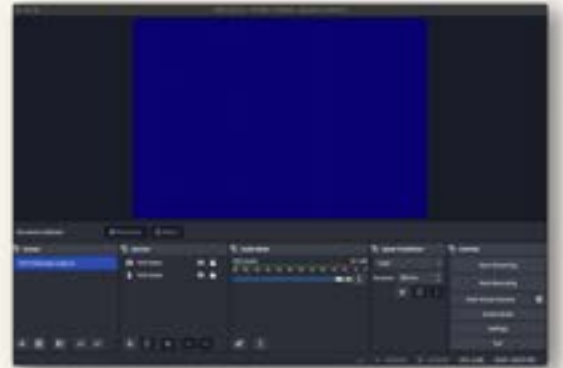Once OBS is running you will see a screen like the image above.

DIGITIZING VIDEO TAPE

Powering on VCR and OBS

Step 2

Once OBS is open, turn the VCR's power on by pressing the "Standby-On" button on the left of the machine.

The OBS screen should now be pure blue.

Prepping your VHS for digitizing

Step 3

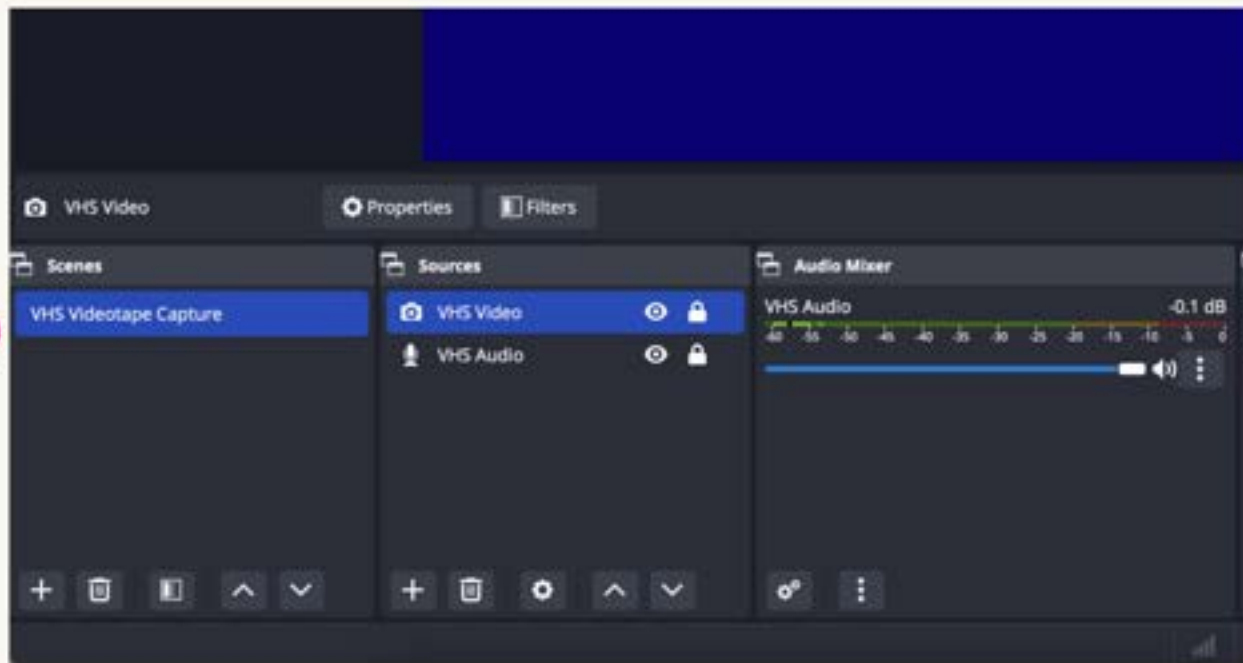Step 3. Insert your video tape into the VCR, Push it all the way in until it feeds the tape in the player.

Make sure the tape is completely rewound by pressing the rewind (REW) button below the tape slot.

DIGITIZING VIDEO TAPE

Setting up OBS
Step 4

Make sure you have "VHS Videotape Capture" selected at the lower left of the OBS window.

Playing your video
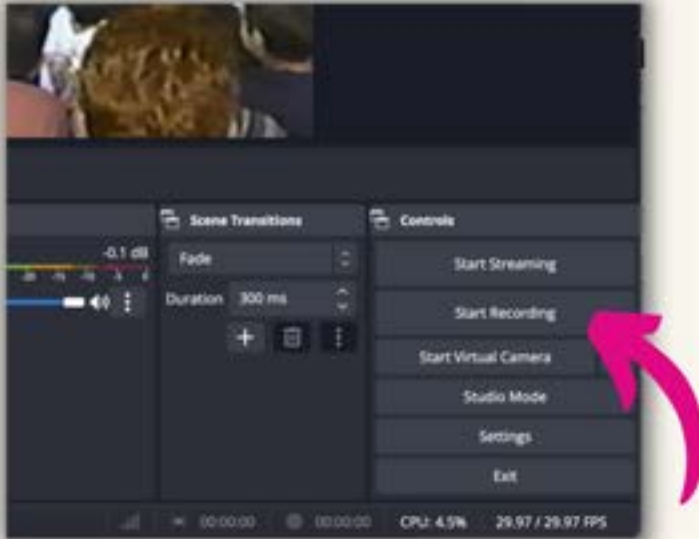# Step 5

Press the play button on the VCR to watch the tape.

You should now see and hear video playing in the viewer window.
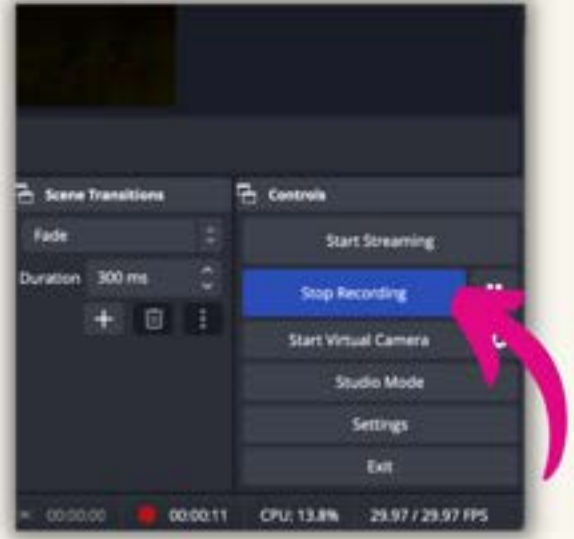
DIGITIZING VIDEO TAPE

Playing and recording in OBS

Step 6

Rewind your tape to the beginning and press play on the VCR to start.

When you are ready to record press the "Start Recording" Button on the lower right in OBS

When you are ready to stop recording press the "Stop Recording" Button on the lower right in OBS

Saving your

Step 7

Step 7. Your digitized video files can be found in the "Digitized Video" folder on the desktop.

Be sure to drag these files onto your personal storage device before the end of your appointment!

DIGITIZING CASETTE TAPE

Audio formats such as cassette can be converted to either wav or mp3 files with the the Audacity audio editor.

Equipment you will use: your cassette tape, cassette deck, Audacity, and your personal storage device. Headphones are optional.
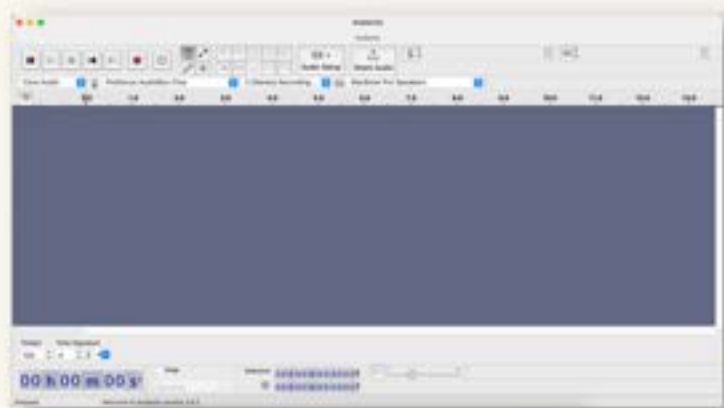

Casette Deck   **Audacity's icon**   **Casette Tape**   **Personal Storage Device**

Step 1

Log on to the Memory Lab Computer and click on the "Audacity" icon found in the dock at the bottom of the screen to open the program.

Once Audacity is running, you will see a screen like the image above.

Step 2

Once Audacity is open, turn the casette deck's power on by pressing the "Power" button on the lower left of the machine. You will know the power is on when the digital screen lights up.

Next, press the "Eject" button to open the tape door.

Step 3

Insert your tape with the exposed tape side down into the guides in the door. Once the tape is in, close the door by gently pressing it shut.

Exposed tape end

Step 4

rewind symbol

To make sure your tape is rewound press the round "rewind" button to the left of the tape door. The tape will stop once it is rewound.

Step 5

Step 5. Click the red record button near the top of the screen. This will begin Audacity's recording process.

Next, press the play button.

Special Note

If at any point the audio playing through the computer sounds too quiet or too loud, adjust the 1 and 2 dials on the blue PreSonus box. These dials control the left and right audio channels. Be sure to match them up to the same level once properly adjusted.

Waveforms

In a few moments you should begin to hear the audio on the cassette and see blue waveforms appear in your audio track. You will now need to let the tape play and monitor the audio track as it digitizes.
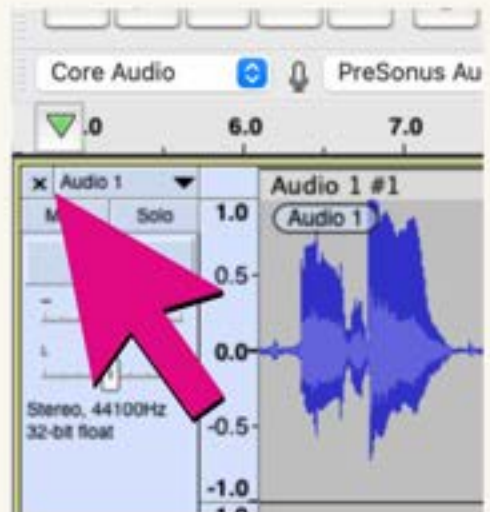
If you have made a mistake and need to restart the recording process, press the stop button and then the rewind button.
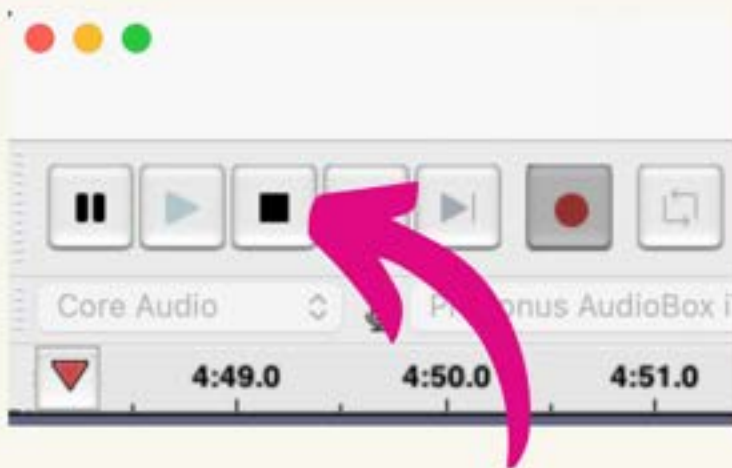

Stop

Rewind

Once the tape is rewound, click "X" to the left of your audio track to delete your previous recording.
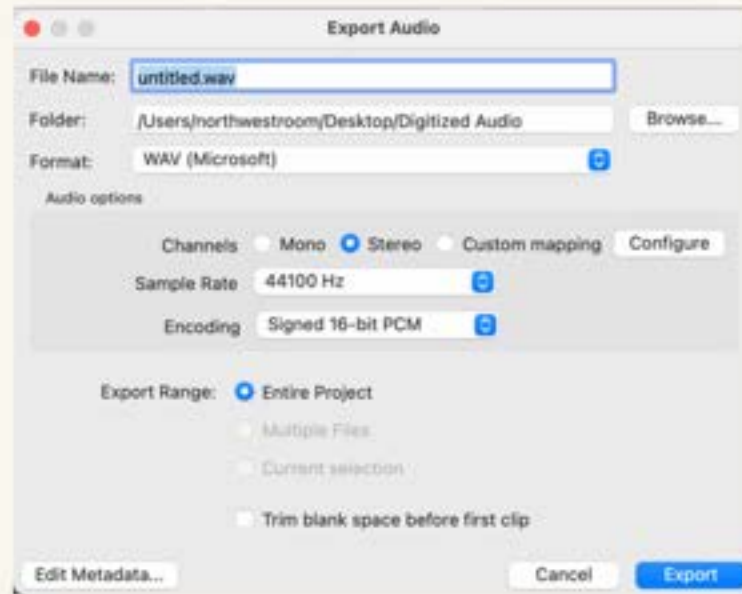
Step 6

To stop the recording, click on the Stop button.

One you are finished digitizing your tape, Click "File" and then "Export Audio"

Step 7

In the pop up window you will be given the option to name the file in "File Name". You can choose the exported format in the "Format" dropdown (we recommend MP3). Click the "Export" button when done.

All of your exported audio files will be found in the folder titled "Digitized Audio" on the desktop. Be sure to drag your files into your personal storage device before the end of your appointment!

DIGITIZING AUDIO ON CD

Digitizing audio on a cd is very similar to digitizing audio from a cassette tape. You will be using the same equipment, as well as recording in real time. If your CD includes data that you wish to transfer off of it see the section on transferring data from a CD.

Open Audacity

Step 1

Log on to the Memory Lab Computer and click on the "Audacity" icon found in the dock at the bottom of the screen to open the program.
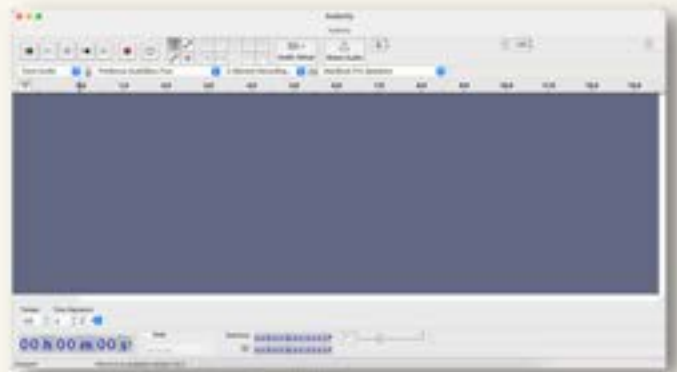
Once Audacity is running, you will see a screen like the image above.

## Prepping your CD

Step 2

Once Audacity is open, turn the deck's power on by pressing the "Power" button on the lower left of the machine. You will know the power is on when the digital screen lights up.

Step 3

Next, press the "Source" button three times to select "CD". Open the cd drive by pressing the "Open/Close" button to the bottom tight of the large Record Level dial. Insert your CD and press the button again to shut the drive.
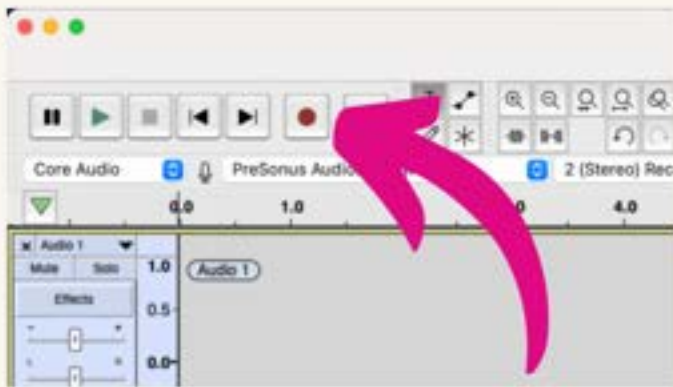
Source button

Open/Close button

Click the red record button near the top of the screen. This will begin Audacity's recording process.

Next, press the play button.

▶

Waveforms

In a few moments you should begin to hear the audio on the cassette and see blue waveforms appear in your audio track. You will now need to let the tape play and monitor the audio track as it digitizes.
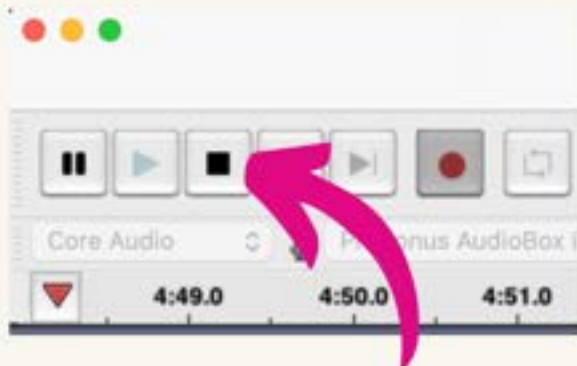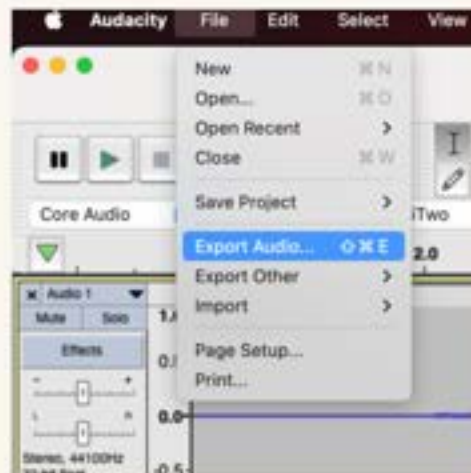

Special Note

If at any point the audio playing through the computer sounds too quiet or too loud, adjust the 1 and 2 dials on the blue PreSonus box. These dials control the left and right audio channels. Be sure to match them up to the same level once properly adjusted.
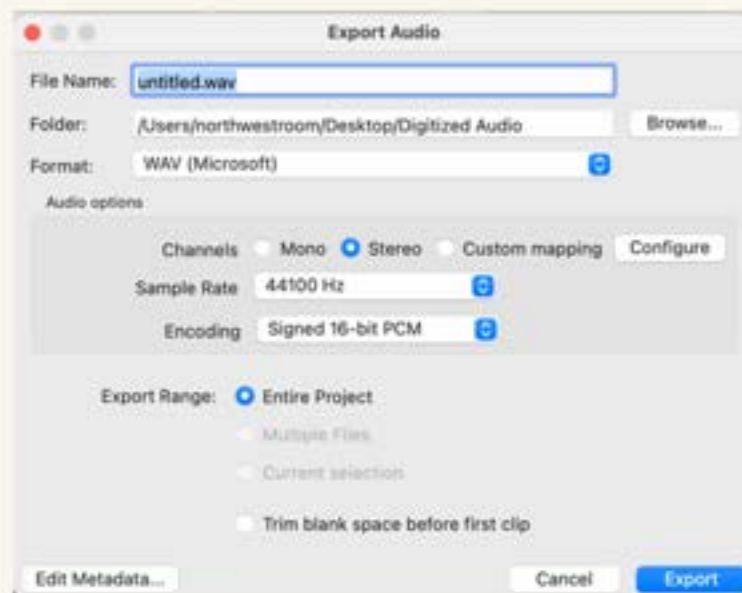
Step 4

To stop the recording, click on the Stop button.

One you are finished digitizing your tape, Click "File" and then "Export Audio"

In the pop up window you will be given the option to name the file in "File Name". You can choose the exported format in the "Format" Dropdown (we recommend MP3). Click the "Export" button when done.

Digitized Audio

All of your exported audio files will be found in the folder titled "Digitized Audio" on the desktop. **Be sure to drag your files into your personal storage device before the end of your appointment!**

SCANNING A PHOTOGRAPH

The scanner in the Memory Lab is equipped to scan photographs, 35mm and 120 film negatives or positives, slides and print documents.

Equipment you will use: your photo or document, Epson scanner, Epson Scan 2 software, and your personal storage device.

Epson Scanner   **Epson Scan 2's icon**   **Your print photos**   **Personal Storage Device**

Powering on the scanner and adjusting settings

Step 1

Step 1. Power on scanner by pressing the on button on the right side of the scanner.

Next, click on Epson Scan 2 program in the dock at the bottom of the screen.

Step 2

Top Right Corner

Place your photo or document face down in the scanner. For best results, lay your photo or document in the top right corner of the scanner.

Next, return to the "Epson Scan 2" window.

- The Epson Scan 2's menu gives your multiple choices for scanning different types of material.
- If you are scanning a photograph select "Photo Mode" if you are scanning a paper text document, select "Document Mode".
- These two modes can be selected in the "Mode" dropdown.
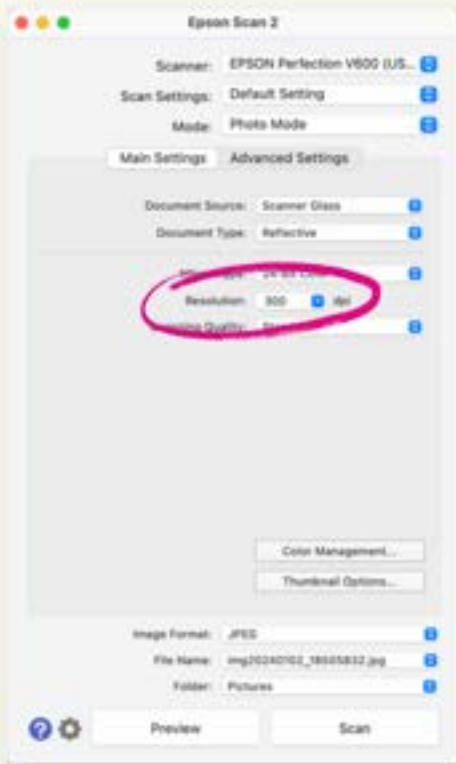
- **Adjusting the "Resolution" setting will change both the quality and the size of your digitized file. We recommend either 300 dpi for standard quality and 600 dpi for high quality.**

- **Once you have the correct mode selected for your material click on the preview button at the bottom of the window. The scanner will scan the material you have on the scanner and allow you to check it before it scans and saves the file.**

Step 3
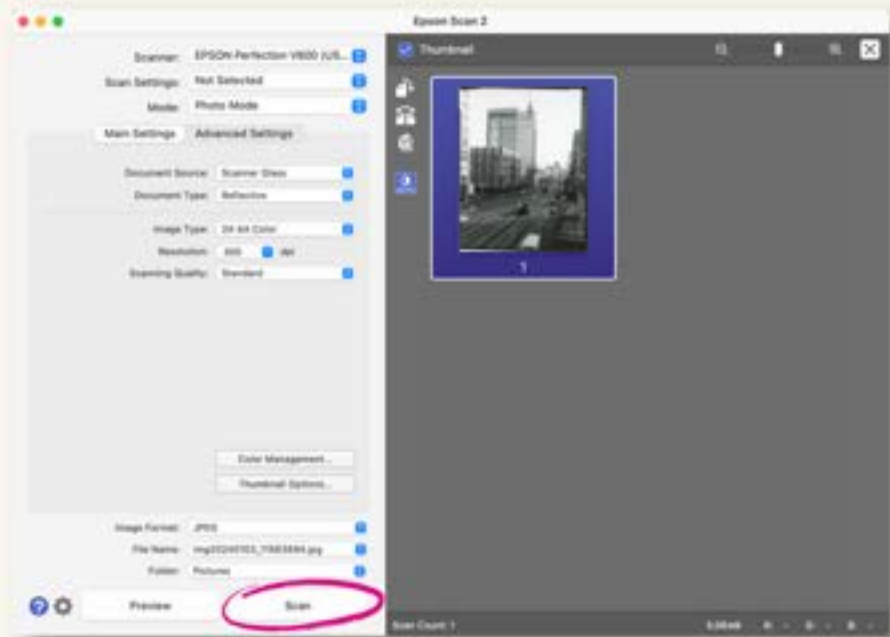
After the scanner makes its preview scan the image will appear in the preview pane. This preview pane allows you to make sure your scan looks correct before you scan. If you are happy with the scan click the "Scan" button, left of the "Preview" button.

Saving your scans

Step 4

Once your images are scanned they can be found in the "Scanned Images and Documents" folder on the desktop.

Scanned Images and Documents

Be sure to drag your files into your personal storage device before the end of your appointment!
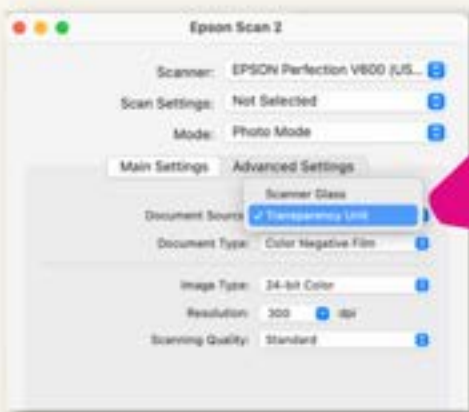
SCANNING A SLIDE OR NEGATIVE

To accommodate strips of 35mm film negative, 120 film negative, or slides you will need to use one of the "Transparency Units". These units will both allow you to properly align your film and format it correctly for the scanner.

- If you are scanning slides or negatives you will need to use a "Transparency Unit".

- These are plastic guides that will assist you in aligning your images on the scanner.

Transparency Units

Select "Transparency Unit" in the "Document Source" selection.
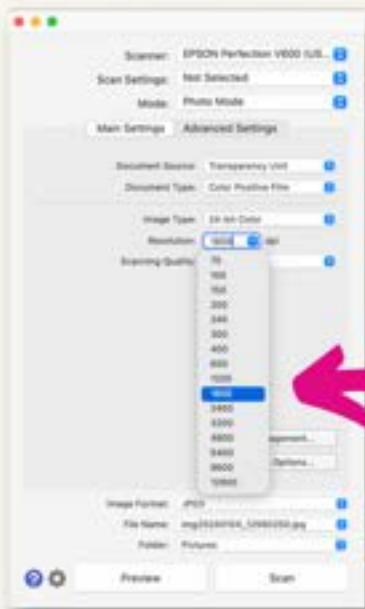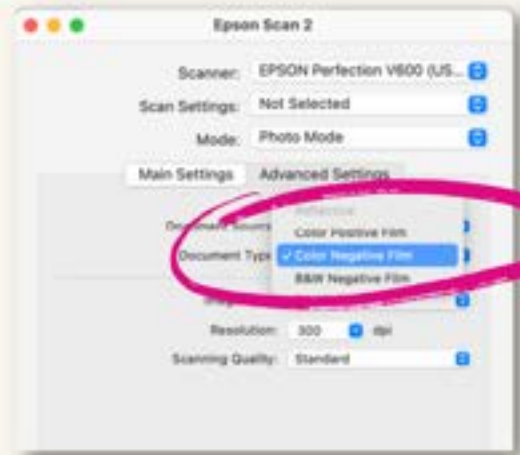
Choose the appropriate "Document Type"

- If you are scanning slides, select "Color Positive Film".

- If you are scanning negatives, select either "Color Negative Film" or "B&W Negative Film" for black and white film.

Since 35mm slides and negatives are small, we recommend you scan them at 1600 dpi. This can be selected by clicking the "Resolution" dropdown and selecting "1600".

Remove the covering board from the inside lid of the scanner by pulling straight up by the handle.

B = Medium Format negative film

A = 35mm negative

C = 35mm Slides

Slides will fit in the square slots in the "C" area of the Transparency Unit.

Place the negative emulsion side (the matte side of the slide's image) down in the negative holder.

Lift Clip

- 35mm negative film will fit in the long slots in the "A" area of the Transparency Unit.

- You will need to lift the clip-in guide out to insert your negative film strip. Snap the guide back in once your negatives are in the slot.

- Place the negative emulsion side (the matte side of the slide's image) down in the negative holder.


Each Transparency Unit has a letter tab that fits into the left side lettered recess near the scanner's glass. Match your letter tab to the recess. It should click into place.

- **Place the negative emulsion side (the matte side of the slide's image) down in the negative holder.**

- **Close the lid and click on the "Preview" button in Epson Scan 2.**

- **Once you see your previewed scans you can check them before you scan.**

- **When you are ready to scan click the "scan" button.**

- **Your scanned images can be found in the "Scanned Images and Documents" folder on the desktop.**
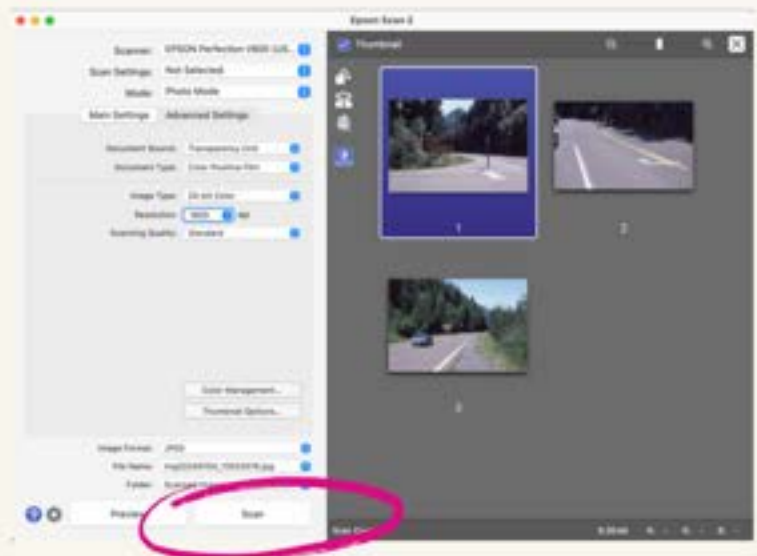
SCANNING A DOCUMENT

Scanning a document is very similar to scanning a photograph. You will have the option to change the output file to save as either a PDF (great for multi page material), JPG, Tiff, or PNG.
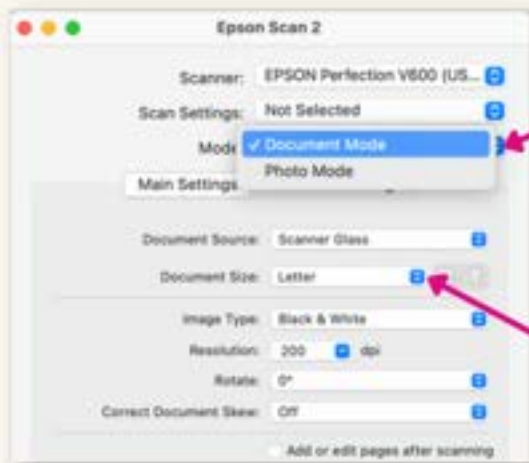
Setting up the Scanner

Step 1

Make sure the covering board is attached to the back lid of the scanner.
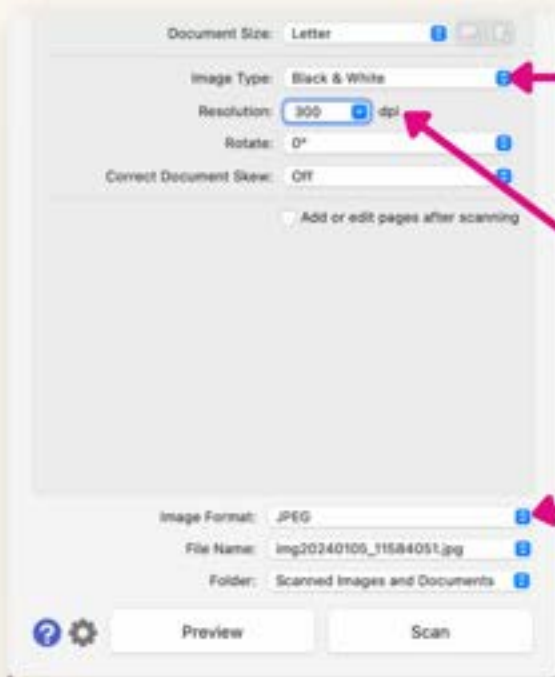
Position your document face down on the glass. Have the top right corner of the paper meet the top right corder of the scanner glass.

Close the lid of the scanner and open Epson Scan 2. Under the "Mode" setting select "Document Mode"

"Document Size" will depend on the size of the original.

- Under "Image Type" you will select the appropriate type based on if you have a black & white or color document.

- For resolution we recommend 300 dpi for documents.

- "Image Format" will allow you to select format of your scanned file.

Special Note

There are five different Image Formats to select from. Each have their own unique purposes.


- **JPEG:** Compressed, smaller files, easy to share

- **PNG:** More visual data, larger files, great for graphic work

- **TIFF:** Very high quality, very large files, best for making prints and digital archiving.

- **Multi-TIFF:** A TIFF file that contains more than one page.

- **PDF:** An easily shareable format primarily used for print documents.
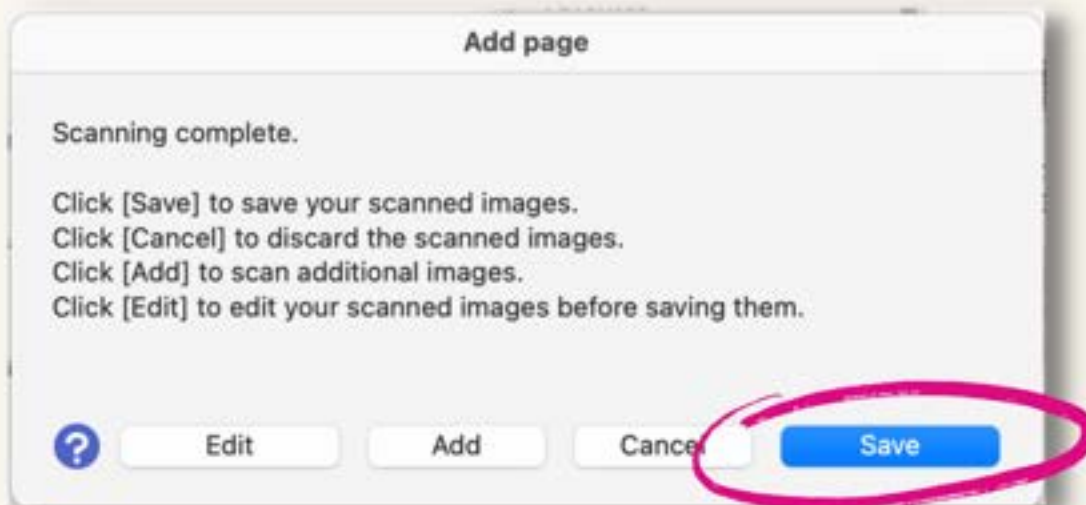
Multi-Page Scanning

If you are scanning a multi-page PDF follow these directions. If you are not jump ahead to step 2.
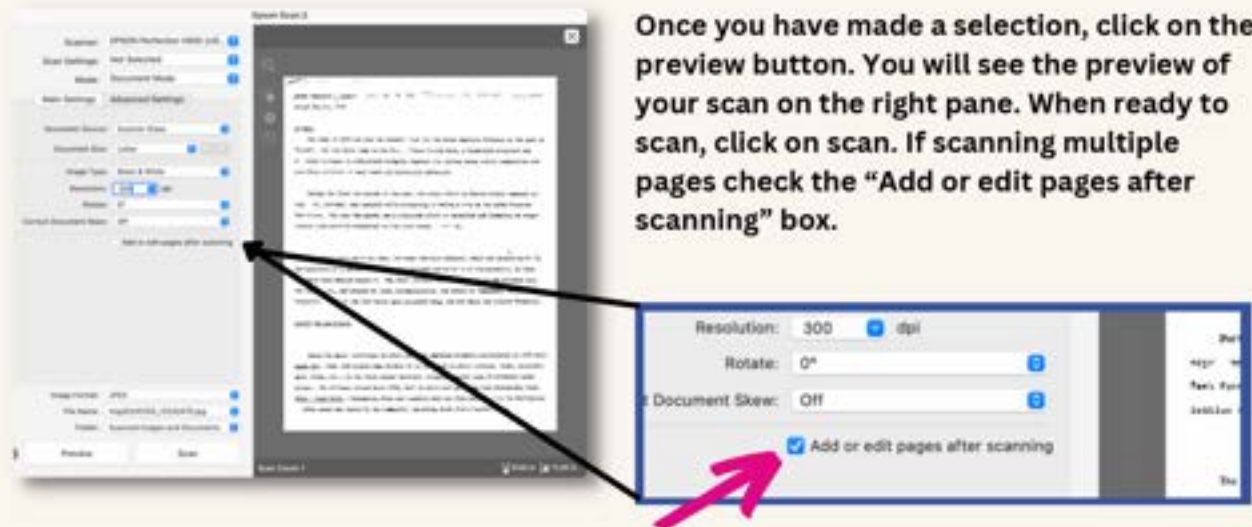
Once you have made a selection, click on the preview button. You will see the preview of your scan on the right pane. When ready to scan, click on scan. If scanning multiple pages check the "Add or edit pages after scanning" box.
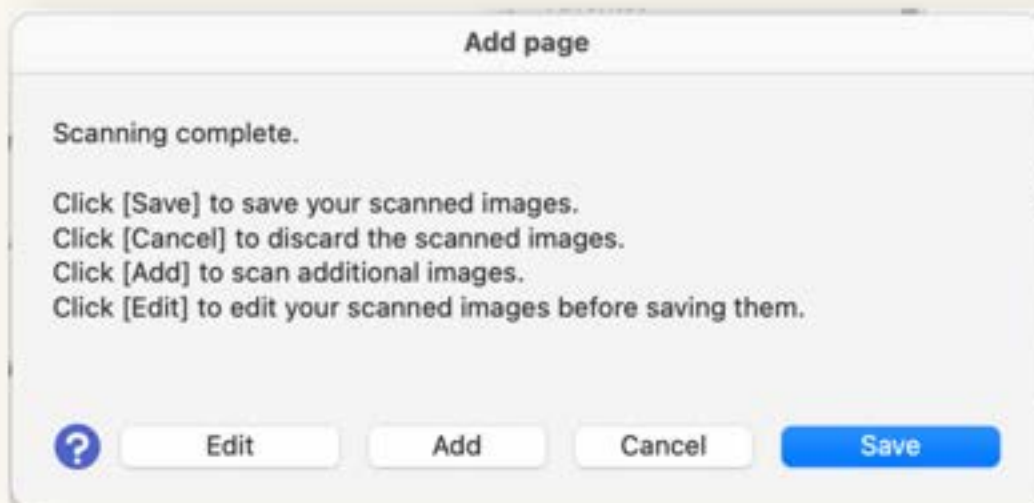
If you have the "Add or edit pages after scanning" box checked, you will get a prompt after each scan. If you click on "Add" you will have the option to scan the next attached page. When you click "Save" your multi-page scan will be complete and all your pages will be attached to the same file. If you click "Edit" you will have a chance to rotate, remove, or reorganize your pages before you save your file.

Once you are finished scanning your multi-page document, click on "Save". This will save it to the folder on the desktop called "Scanned Images and Documents"
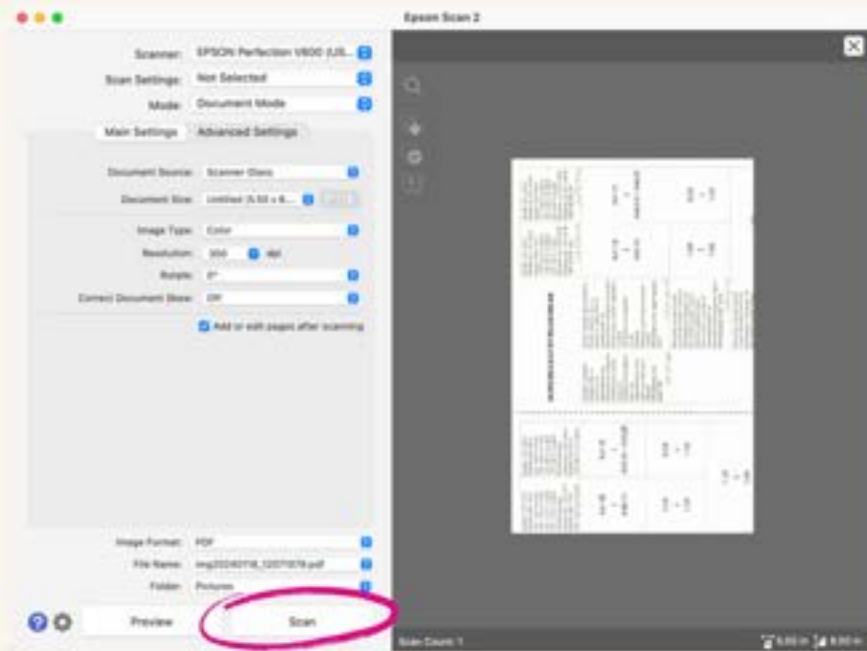
Be sure to drag your files into your personal storage device before the end of your appointment!

Previewing and Scanning

Step 2

- Once your format selected for your material, click on the "Preview" button at the bottom of the window. The scanner will scan the material you have on the scanner and allow you to check it before it scans and saves the file.

After the scanner makes its preview scan the image will appear in the preview pane. This preview pane allows you to make sure your scan looks correct before you scan. If you are happy with the scan click the "Scan" button, left of the "Preview" button.

Saving your scans

Step 3

Once your images are scanned they can be found in the "Scanned Images and Documents" folder on the desktop.

Scanned Images and Documents

Be sure to drag your files into your personal storage device before the end of your appointment!

RECORDING AN ORAL HISTORY

Our phones and laptops provide us with powerful sound recording tools we can use to capture audio. Some even have simple editing software to help you clean up mistakes. Another option is using the portable recorder included in the library's Podcast Kit.
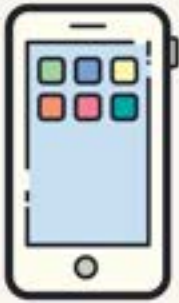
Recording on a Mobile Phone

iPhone or Android

Whichever brand of phone you have they both provide access to simple to use voice recorder applications.

- Keep the recording device 2-4 ft from the subject
- Test your recording device before preforming the interview
- When finished, dont forget to save or email your recording

2-4 ft distance

Recording an interview on an iPhone🍎

1 All you need to have is the "Voice Memos" app which is usually found in the Utilities folder.

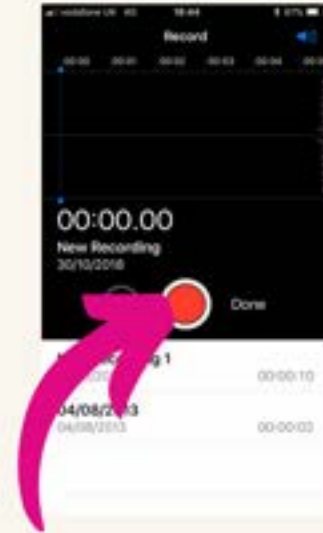**2** Select the "Voice Memos" app and you get the following screen.
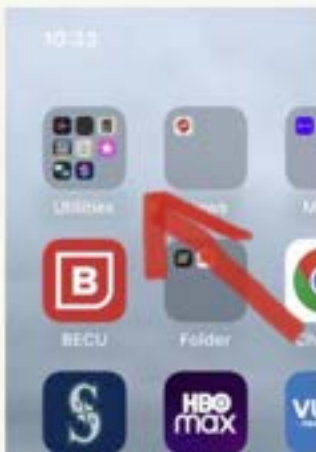
3 Next, place the iPhone preferably on a surface 2 to 4 feet away from the speaker(s). This will ensure the phone's microphone will clearly pick up the speaker.

**4** To begin recording press the big red button.

5 Once you have finished your interview press the big red button to stop recording.

6 Your latest recording will be added to the list below the big red button. To listen to your recording press the name in the recording list. If you are happy with your recording the next step is transferring it via email.
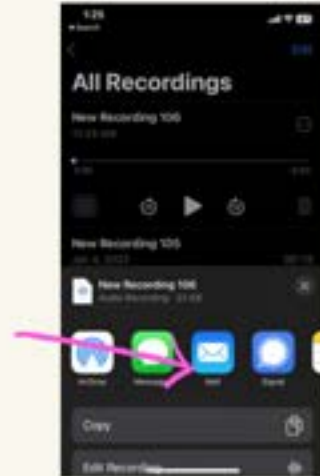
7

All Recordings

New Recording 106
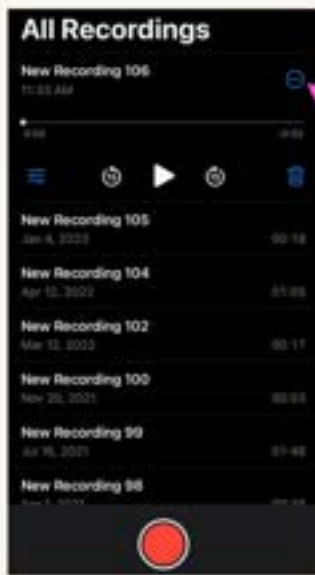
The easiest way to get your recording off of your phone is by emailing it. To do this press on the send symbol that looks like a circle with three dots in the middle.

8

Once send is tapped you will see this screen. To email press on the mail button.

9

After you click on mail it will open up an email draft with your interview audio file attached. All you need to do at this point is add the recipient's name and press on the arrow to send.
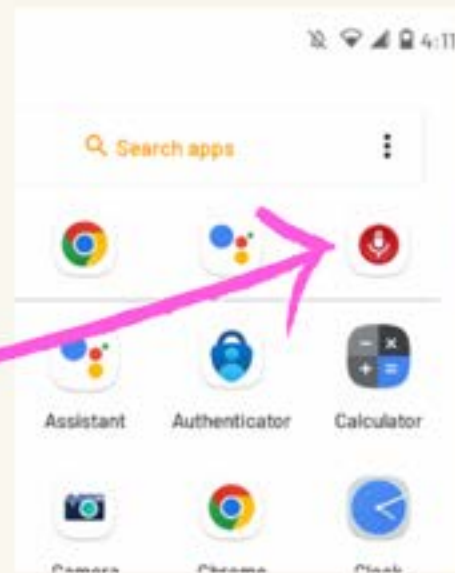
If you have any problems with sending the file don't worry about it accidently being deleted. You can leave the program and come back at any time and your file will still be there.

New Recording 106

Recording an interview on an Android 🤖

1 All you need to have is the "Voice Recorder" app which is usually found on the home screen.

Voice Recorder's icon

2 The bottom of this screen gives you three options.

Recordings
Let's you access your previous recordings

Record
Takes you to the recording screen

Settings
Takes you to settings

3 Click on the Record button.

4 Once you press the record button you will next see the record screen.

As you begin recording your interview you will notice the levels start to jump. This is letting you know you are capturing audio. Remember to keep the recording device 2ft to 4ft from the subject for optimal levels.
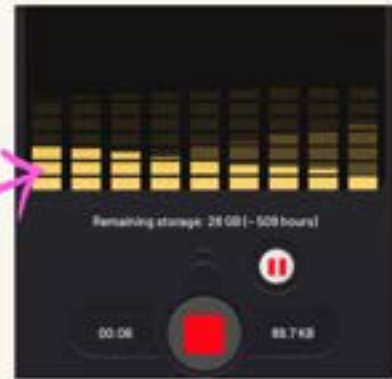
The record screen

Recording Levels

5 When you are finished with your interview press the red stop button at the bottom of the screen. This will stop and immediately save the recording file to your phone.

Stop Recording Button

6 To listen to your recording, you will need to press on the Recordings button. This will bring up the recording library screen where you can access all of your previous recordings and share them.

7 If you are happy with your recording your next step is to email it!

You can email the recording by selecting your recording and pressing share then selecting "email".

Recording an interview with a Podcast Kit

The portable recorder features an onboard stereo microphone that lets you easily record two tracks of high-resolution audio in the palm of your hands or attach it to a mic stand or tripod. Instructions on operating them are included in the kit.