VHS Tape Digitization Example Workflow
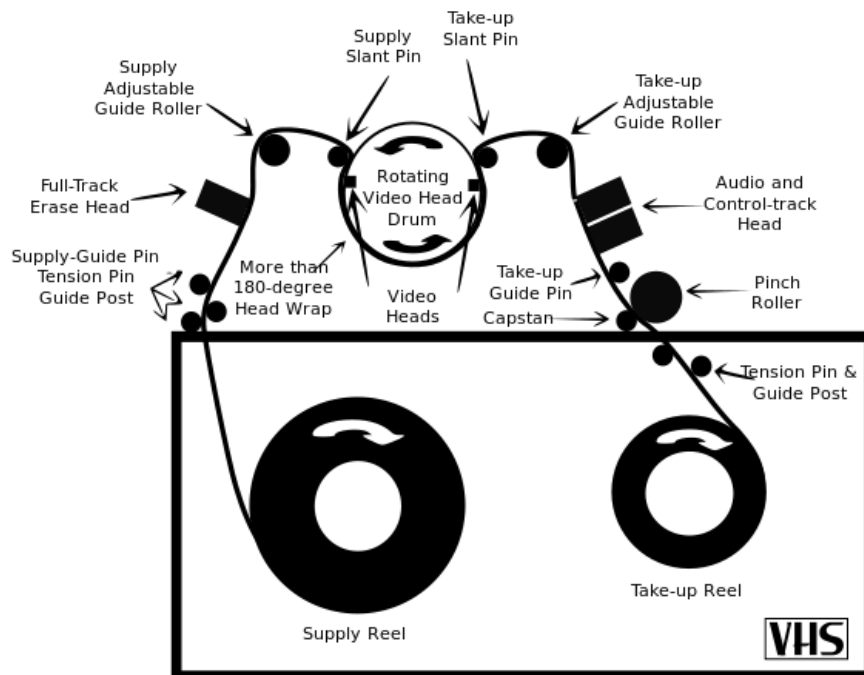*Digital Stewardship Curriculum*

Equipment
- Computer that can be dedicated to digitizing video only, with
  - Video editing software installed: BlackMagic Media Express for video capture, Adobe Premiere Pro for editing
- BlackMagic video card
- VCR with cables
- Headphones or speakers
- Digitization logs or spreadsheets (any other tracking documentation)

Pre-Digitization
- Engage write protection tabs to make sure item is not accidentally recorded over.
- Check for damage of casing and tape (broken case, teeth, missing pieces, mold, metal flakes coming off the tape, tape sticking to itself or bunching up) and repair or rehouse in new casing if necessary.
- Make sure VHS case is clean and free of dust, dirt, and abrasive substances
- If damaged tapes are found, document the damage, set aside to repair or send out, and proceed with digitization of tapes that are in good condition.

https://commons.wikimedia.org/ author: Asenine

- Check VCR for correct settings, signs of damage, need for cleaning. (It is good practice to have a maintenance log for any equipment, and a record of service).
- Check that cables are properly attached - VCR connected to BlackMagic video capture, headphones in output.
- Check capture software (Black Magic Media Express), check that settings are correct (such as whether the recording stops if frames are dropped), make any updates needed.

Setting up
- Make sure VCR is on, VHS tape is at beginning, and in the player
- Open Black Magic Media Express from the Desktop
- From the menu, go to **Edit** and select **Preferences**
- Leave default settings (unless others are needed)
  - Project Video format: NTSC
    - Capture File Format: AVI 8-bit YUV
- Give your project/files unique file names
- Choose where to Save project
- Click OK

Capturing Video
- In the lower right, select the **Log and Capture** tab
- Click **Capture**
- Press the play button on the **VCR**

Wrapping up
- When finished, click **Capture** again to stop recording
- Press Stop on the **VCR,** rewind if desired
- The program will automatically save the file as an .avi
- Close the Black Magic Media Express Program
- When prompted, **Save** the project metadata file appropriate folder

Saving (using a predetermined unique identifier for each step)
- Make sure master preservation copy (.avi automatically created by BlackMagic Media Express Software) is saved in proper location
- Save Adobe Premiere Pro project file
- Convert master preservation copy (.avi automatically created by BlackMagic Media Express Software) to an uncompressed .mov file, then delete original .avi
- Save compressed Access file through Adobe Premiere Pro (.mp4 container with H.264 compression format)
- If any further editing needs to happen for presentation, save as new derivatives of the access file in a compressed format.

Metadata and Documentation

- Record descriptive, administrative, technical/preservation metadata for file (and all derivatives) and enter into spreadsheet, database, or other documentation system
- Keep XML capture metadata file (created during BlackMagic Media Express capture process) saved in the same folder as the preservation master file, record data elsewhere if desired
- Record digitization work in digitization log