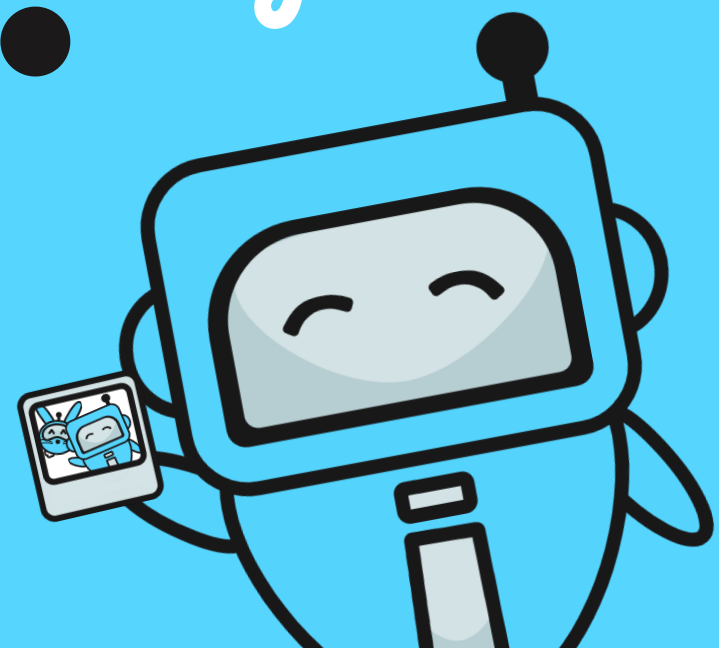# idea SPACE
memory lab

thank you

for making with us! We hope you love what you created today, and *we'd* love it if you shared it with us using **@brklib** and **#MakeYourOwnStory** on social media. Be sure to check out all our ideaSPACE tools and programs at **brklib.com/ideaspace**

The Memory Lab was generously sponsored by the **Brookline Library Foundation** and as well as federal funds from the **Institute of Museum and Library Services** as administered by the **Massachusetts Board of Library Commissioners**.
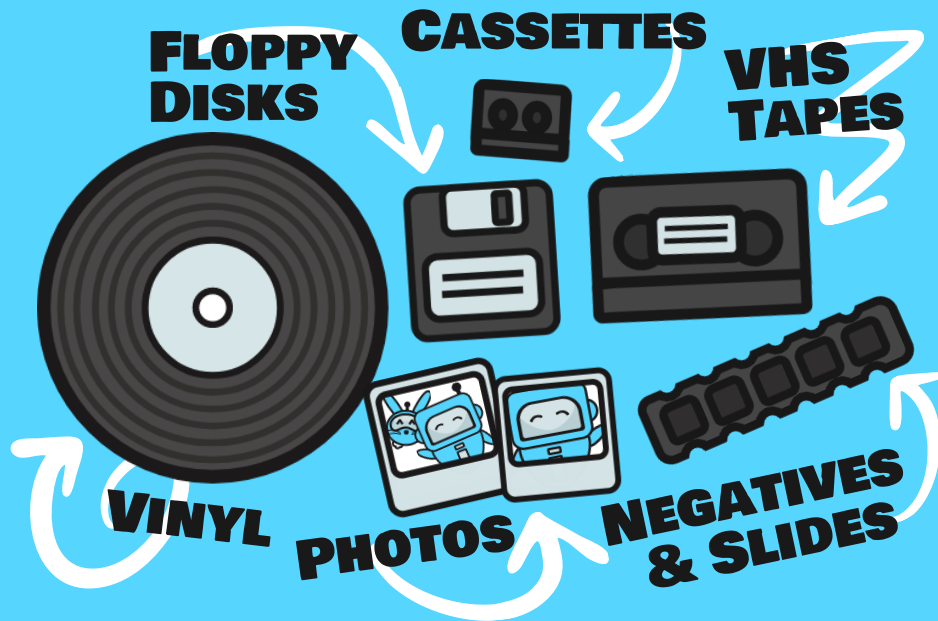
GETTING STARTED

Our **Memory Lab** is a dedicated computer station at the Brookline Village Library equipped with the tools and software you need to convert your home audio and video into new formats.

Give us a call at **617-730-2370x3** or live chat with us at **brklib.com** to reserve the Memory Lab for up to three hours, as soon as a week in advance. Use of some components may require a Minuteman Library card.

what can it convert?

FLOPPY DISKS

CASSETTES

VHS TAPES

VINYL

PHOTOS

NEGATIVES & SLIDES

The Memory Lab can digitize cassettes, 3.5" floppy disks, negatives, photos, slides, Super 8 and 8mm film, VHS tapes, and vinyl records. Digital files can be saved to USB, writable disks, or cloud services such as Google Drive or Dropbox.

LOGGING IN

You can sign into the Memory Lab using the username **ideaSPACE** and the password **makeyourownstory**.

A digital copy of this guide as well as links to tutorial videos and component manuals are available on the desktop.

CONVERTING AUDIO

#1 Load your **vinyl record** or **cassette tape** into the appropriate player.

#2 Open **Audacity** from the Memory Lab's desktop.

#3 Change the audio input by navigating to **Edit > Preferences > Devices > Recording.** The input names are generated by Windows, so you may have to test a few to find the correct one, but the record player usually appears as **USB PnP**, and the cassette player usually appears as **2-USB-PnP**.

#4 Click the circular red **Record** button in Audacity, then play your vinyl record or cassette tape on the appropriate device. You should see the audio register as a waveform as it records.

#5 When the audio has finished playing, click the orange square **Stop** button in Audacity.

#6 To export a digital copy of your recording, click **File > Export > Export Audio...** then choose the file format you'd like to export to from the **Save as type** dropdown.

Note: You can also use Audacity to split your recorded audio into separate tracks. You can find the Audacity manual in the **User Manuals** folder on the Memory Lab desktop.
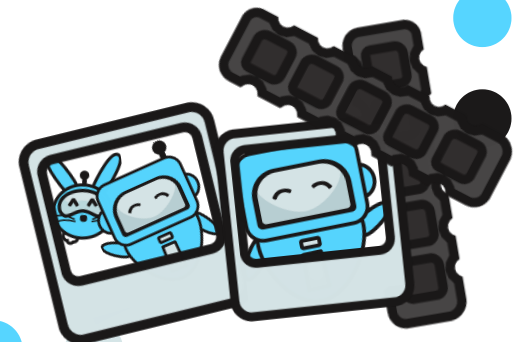
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CONVERTING DISKS

#1 Load your **CD**, **DVD**, or **floppy disk** into the appropriate drive.

#2 Open **File Explorer** from Memory Lab's taskbar.

#3 Locate your disk in the left sidebar. If you used the on-board disk drive, it should be under **Drive A.** If you used one of our USB-connected drives, it will be in the drive indicated by the pop-up when you plugged it in.

Note: Some files on hard disks may be encrypted, write-protected, or unreadable.

CONVERTING PHOTOS

#1 Load your **documents**, **photos**, **slides**, or **negatives** onto the scanner glass. If you're scanning slides or negatives use the the appropriate **scanning frame**, available at the Reference Desk.

#2 Open Epson Scan by pressing **this button** on the front of the scanner.

#3 Select **Full Auto Mode** for photos and documents. Select **Professional Mode** for negatives and slides or for greater control over your scanning settings.

#4 If you're scanning negatives or slides, choose **Film Type.** You'll want **Positive** for slides and either **Color Negative** or **B&W Negative** for negatives.

#5 Click the **Scan** button when you're ready. The folder your scan is saved to will open automatically.
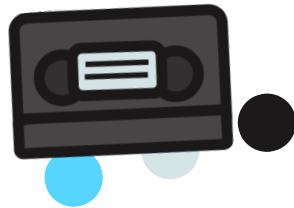
Note: The Memory Lab scanner can be sensitive. If it gets in a bad mood, you can restart it using the power switch in the back of the machine and try these steps again.

CONVERTING VIDEO

VHS TAPES

#1 Load your **VHS tape** into the VCR and rewind it if necessary.

#2 Open **Vidbox** from Memory Lab's desktop.

#3 Select **RCA Composite** as your input. Choose your **video length** (up to 3 hours) and where you'd like the file saved. Then click the **next arrows**.

#4 Click the red **Record** button in Vidbox and press **Play** on the VCR. You should see a preview of the video and the recording time increasing.

#5 Wait until your VHS tape has completely finished playing, then finish recording by clicking the **next arrows**. Do not leave the Memory Lab unattended while your video records.

#6 Save the video by clicking **Covert to MP4**.

8MM FILM REELS

#1 Plug the **8mm Converter** into a power outlet and press the **Power** button on the front of the machine to turn it on.

#2 Push the tab on on the film door to the **left** to open it, then load your film onto the **left** shaft. The red reel adapter is removable to fit multiple reel sizes.

Follow the **solid** white line on front of the machine to feed and attach the film to the empty reel on the right side.

#3 Make sure your film feeds **under all three tabs** below the film door, then close the film door.

#4 Use the arrow keys to highlight the **Record** option in the menu, then select **Enter**.

#5 Move the lever at the bottom of the machine to match your film type, then press the **Enter** button to begin recording. A red dot should blink in the upper left corner of the screen. To finish recording, simply press the **Enter** button again.

#6 To rewind, open the film door, remove the film, then close the film door. Swap your reels so the empty reel is on the **right** side shaft and the perforation faces **away** from the machine. Make sure the film follows the **dashed line** printed on the front of the machine.

Press any arrow key to return to the menu, then find and select the **Rewind** option, then use the **Enter** button to start or stop rewinding.

#7 To retrieve your digital file, connect the USB cable to a computer, then use the arrow keys to highlight the **USB** option in the menu. Select **Enter**. Find the converter in the **File Explorer** on your computer and locate the video files under **FilmScanner > MOVIE**.

Note: Keep a careful eye on your film as it is recorded! Minor imperfections in the tape may cause unintentional pauses in your video or even damage to the tape.

LOGGING OUT

At the end of your session, **shut down** the Memory Lab to erase any personal data from the hard drive.