

# HOW TO PREPARE YOUR MEDIA FOR TRANSFERS TO HARD DRIVE, DVD, or BLU-RAY



■ **KNOW WHAT YOU HAVE.** What are the materials? What formats are you bringing to be transferred? This applies especially to Video8 and Mini DV tapes because there are different types, each requiring a different playback machine. 8mm tapes can be Video8, Hi8, or Digital8. Mini DV can be standard definition or high definition (DV/HDV). Determining formats, if possible, before the job is set to run is always helpful. Identify ALL materials with your name. Try to remove any TV show/movie tapes from your list.

■ **MOVIE FORMATS.** The 8mm film format can be either Standard 8 (the older) or Super 8 (late 60's on). Keep all Regular 8 films grouped together followed by Super 8. 16mm **may** go first because it is the oldest format. For the most part this should be the numerical age order of the materials. **Bouncing** back and forth between these formats (aside from their natural groupings) may require an extra fee.

■ **NUMBERING/TITLES:** Number all film/videos/slides/photos/audio in the sequence needed to be transferred (especially movie film). **Video tapes** above 90 minutes need not be numbered for DVD or Blu-ray transfers. In general, no numbering is needed for transfers to any type of hard drive or card since file names will be used. If possible title each video tape or film reel (not 3" or 4" reels) with a **few** CLEAR words.

■ **STACKING and EDITING:** Numbering is important when stacking tapes to ONE DISC (DVD/Blu-ray). Keep in mind that DVDs can stack only up to 2 to 3 hours depending on whether the DVD is a 2 hour standard disc or a 3 hour dual layer disc. Blu-rays can handle up to 4 hours. Please be aware of the duration of each tape and thus how many will fit per disc. Editing out bad sections is available at a "cost per edit" fee.

■ **DESTINATION.** Determine what medium the materials are being transferred to:

- 1- Discs (2 hrs per standard DVD, 1 hr HQ DVD, 4 hrs per Blu-ray) or CD (up to 70 minutes)
- 2- Hard Drive: MAC/Apple or PC/Windows? They must be **NEW** drives. 2 Terabyte **maximum** size.
- 3- USB Thumb drive, SD Card, other supported mediums. They must be **NEW** drives/cards.
- 4- DV codecs utilize 11 gigs (DV codec) for every hour of standard definition hard drive video.
- 5- Blu-ray transfers require 100 gigs (Pro Res HD codec) for every hr of High Def hard drive video.

■ **PREPARATION:** Make sure the materials are in good condition (no mold, excessive dirt, warpage, etc.) as this may require additional fees to prep. Remove all tabs from the LABEL SIDE of VHS or Betamax tapes and remove/shut the tab (usually red/white) for Video8/Hi8/Digital8 tapes and Mini DV/HDV tapes. **Number and ID all materials!** Please note that 3 inch 8mm movies are spooled and returned on 7 inch reels. All video tapes are NOT rewind. Note!: NEVER DISCARD FILMS & TAPES AFTER THE TRANSFER HAS BEEN DELIVERED! There may come a time when newer technologies will significantly improve the transfer process. Thus, store your materials in a cool, dry location. Because no more VCRs are being manufactured **video tapes** are NOT returned rewind in order to save wear on the existing machines.

■ **DVD & Blu-ray MENUS:** Basic DVD/Blu-ray transfers come with standard menus. However, you can supply chapter title names for film groups (eight 3" reels) or larger reels, individual tapes, or camera stored HD video files. Please fill out a disc printing form if disc printing is requested.

■ **THE TRANSFER PROCESS:** Movies (R8mm, Super 8, 16mm, 35mm, 9.5mm) are TRUE SCANNED on professional high resolution SCANNERS that produce superb images. However, the final result is dependent on the actual image quality of the original materials along with the destination codec (DVD, DV, etc.). Video tapes are transferred in REAL TIME with NO editing. This is to prevent the loss of any possible desired material. Tapes are usually converted from analog to digital when transferring. In some cases the actual digital signal (Digital 8, Mini DV, HDV,) may be acquired directly to a hard drive in its raw codec form. However, "digital splicing" fees MAY be incurred when digital clip signals end and gaps appear. Gaps in tape recordings may appear as blue screens. Photos/slides are captured in HD or 4K formats as JPEGS (or other file types) and then edited into a video presentation. Audio is recorded as WAVE/AIFF files and copied to a CD or a hard drive (or other media such as an SD card). Up-Scaling to HD is available for SD formats.

■ **SIGN THE ORDER FORM:** Read the release at the bottom of the order form and sign it. Understand what can be transferred and what cannot. Know that **the transfer process is not an editing process**. Thus, everything will be transferred except for TV shows and illegal or pornographic materials. TV show exceptions can be made under certain circumstances especially IF the owner of the materials to be transferred is part of the broadcast program or a release is attained from the copyright owner. Make sure to SIGN the order form PDF document at the bottom.