

# Digital Video Tape Converter (DVT-Player)

1. **Start** the iMac Computer by pushing the button in the lower left-hand corner on the back of the screen.
  - Click on Patron (no password is required).
  - The LifeFlix DV Importer window will appear.
2. If closed, **Open** the **DVT-Player** lid sliding the button on the center front edge and lifting the lid.
3. In the upper right corner. **Press down** the **tiny blue dot** in the middle of the **power switch** & slide to the right.
4. In the lower left corner slide the eject button to the right to **open the tape enclosure**.
  - **Insert the mini DV Tape** or HDV tape
  - Gently close the tape enclosure & **Rewind tape** if needed.
5. On the computer screen: Click the **Blue "Import"** button in the upper left corner of the LifeFlix window.
6. **Enter a name** for the tape and **click the Import arrow** in the lower right-hand corner of the Import screen. The Tape should start recording.
7. **If the screen is blacked out. Press Stop, Cancel, Resume** (Resume is in the top right corner of LifeFlix window).
  - Your video will pop up on the screen but will not have any sound while it records. This is normal, it is recording the sound even though you can't hear it.
  - **While recording**, your tape will automatically be divided into scenes each time there is a break in the recording on the tape.
  - **If it stops recording, Click Resume** and it will begin recording where it stopped.
  - If it does not start recording again, then the recording is finished. Click "Stop".


## When you are finished Recording your Digital Video Tape

(You may want to group or delete scenes)

1. To **Delete** a **scene** you don't want to save. Select that scene by using the left click button on the mouse. It will be Highlighted in blue. Go to the top left side of the Desktop (by the apple icon), **Click "edit"** then the **delete tab**. The scene will be removed.
2. To **Combine** scenes with one or more sections: **Click on the first scene** you want, then **press and hold down the shift & COMMAND** keys on the Keyboard, using the left mouse button **click on the last scene you want included**. The top, bottom and the ones in between will all be highlighted.
  - If you want a single video file to be exactly like it is on the original tape, then press and hold the **COMMAND & A** keys on the keyboard, then click one of the scenes. All the scenes should then be selected (turning blue).
  - It is recommended to combine the scenes into at least 2 separate sections not one. Combining all in one, may make the file too large to save to your Thumb drive.
  - If you don't want to combine scenes (you want a separate video file for each scene), then skip the Combine step.
3. Click the **Combine** button at the top of the scenes panel to combine scenes into one video file when they are highlighted.
4. Repeat these steps until you have all the scenes combined that you want.

## Saving Files to the Thumb Drive

(Files are saved in .mov format which can be played by MAC or Windows computers)

1. **Left mouse click** on the **top scene** (it turns Blue), hold down **shift & command**, **left click** on **bottom scene**. (All of the scenes should be highlighted blue).
2. Or hold **Command & A** keys then click on one scene, all scenes will be highlighted blue.
3. Click **File** at the bottom of the screen. A new window will appear on the screen.
  - Click **"Desktop"** (on the left side of the new window)
  - Click **"Choose"** (bottom Right side of the new window). This will copy your files onto the right side of the main screen. (If you can't see your files, minimize the LifeFlix screen by clicking the yellow dot in the upper left-hand corner of the LifeFlix window so you can see the files on the Desktop).
4. **Highlight your files on the Desktop**, (*choose **one** of the three choices with the arrows, not all of them.*)
  - Left click mouse holding down to draw a box around your files on the Desktop
    - (drag the mouse from the top left corner down and to the right corner). The scenes will turn blue as you do this. Release the left mouse button. Leave them highlighted.
  - Or select multiple files (the same as above using the **shift & command keys**) to highlight the scenes that you want to save.
  - Or left click on individual files and drag the files one at a time to the thumb drive. The thumb drive must be inserted first, if you choose to do it this way. It is the next step on this page.)
5. **Insert your Thumb Drive** into the Dongle hanging from a wire on the right side of the screen (an Icon will appear on the right side of the screen that looks similar to the dongle, this is your thumb drive).
  - **Left click**, holding down on the **highlighted files** on the Desktop, **drag files to the thumb drive icon**.
  - When a round green  sign pops up or the icon expands, you can drop the files in your thumb drive.

## Finish and Cleanup

1. **Right click on the thumb drive icon and click eject**. When the dongle on the screen disappears, it is safe to **Remove your thumb drive** from the dongle.
2. You may want to **check the thumb drive** on another computer to see that the files are there and you can play the video files.
3. **Rewind & Remove** the **mini DV** from the machine on the right. **Turn off** the **DV player** and **close the lid**.
4. **Left Click** one **scene on the Desktop**. Then click the **Command & A** keys on the keyboard. All of the scenes will turn blue.
5. **Left click-hold** on **highlighted scenes**. **Drag** the files on the Desktop **to the trash** at the bottom center of the main screen. The garbage can expands, **drop the files in the Garbage**.
6. If you minimized the LifeFlix Screen, Click the **LifeFlix icon** in the dock at the bottom of the screen to reopen.
7. Highlight all of the scenes in the LifeFlix window, hold down the **Command & A** keys on the keyboard. Left click on any scene to highlight them all.
8. In the top left corner of the menu by the apple, Click **"Edit"**, **"delete"**.
9. Click the **apple icon** in the upper left corner of the screen and choose **shut down**. The computer will turn off.