Digitizing 8mm and Super 8 Film

MCPL MEMORY LAB
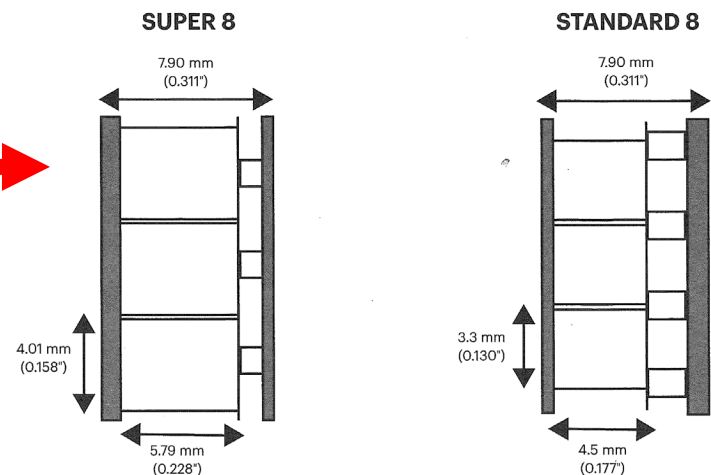
Getting Started

Welcome to the Memory Lab. Review the next few pages to introduce yourself to the equipment and processes you will be using. Then, you will begin the do-it-yourself digitization process.

Before beginning, please make sure you brought everything you need:
- Reel(s) of 8mm ("Double 8") or Super 8 film
- Memory device such as a USB drive, external hard drive, or cloud storage

This Memory Lab can only digitize 8mm or Super 8 film. They look like this.

At this time, it **cannot** create digital files from other film formats such as 16mm or 35mm film. Additionally, we are **not** able to facilitate the digitization of 8mm video cassettes.

SUPER 8

7.90 mm
(0.311")

4.01 mm
(0.158")

5.79 mm
(0.228")

STANDARD 8

7.90 mm
(0.311")

3.3 mm
(0.130")

4.5 mm
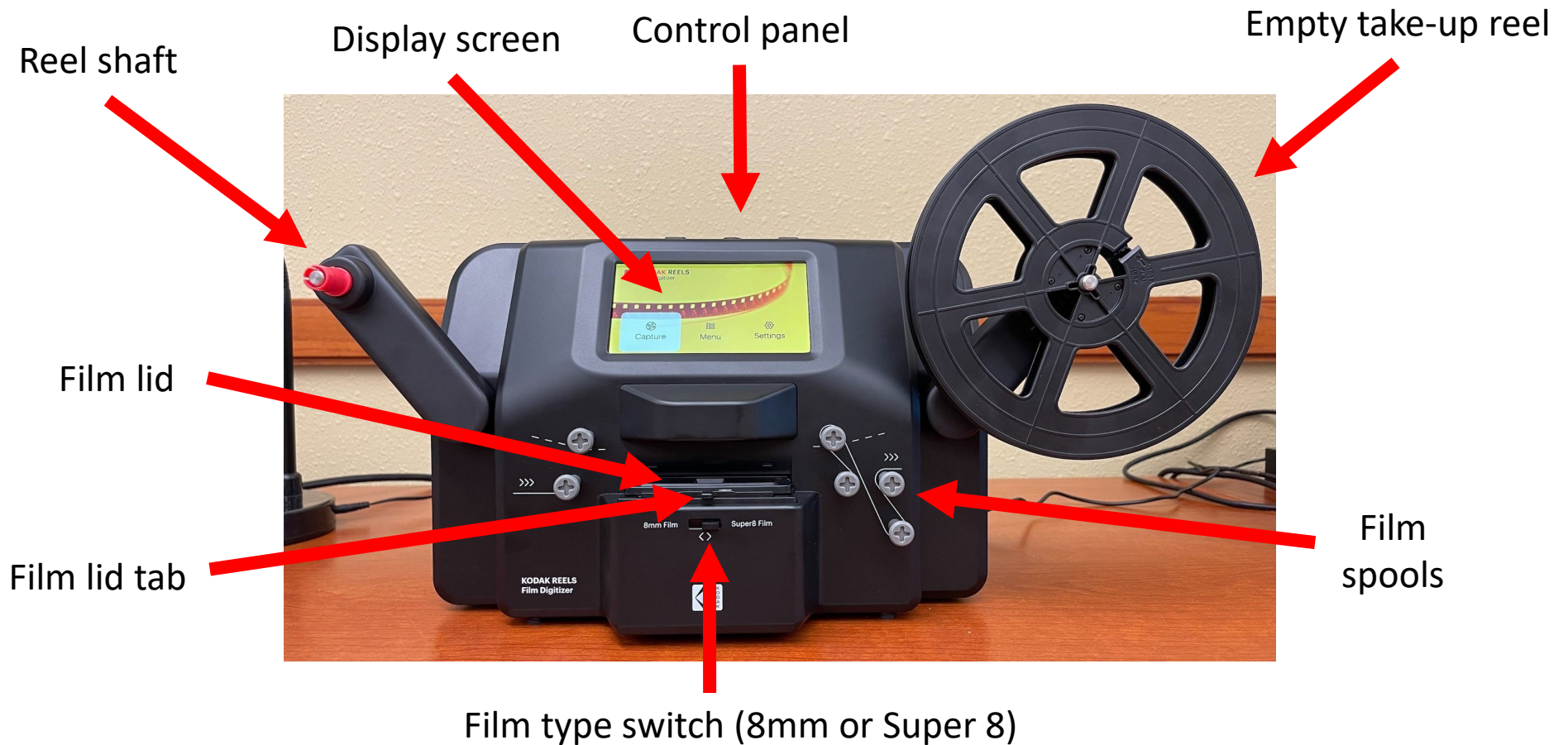(0.177")

Getting Started: Equipment and Software

KODAK REELS film digitizer: This device captures and converts 8mm and Super 8 film into mp4 video files. The digitizer will transfer the mp4 file to the computer where it can be saved to your personal storage device.

File Explorer: File Explorer is the file system for Windows. This is where you can find your storage device and files after transferring the captured video. The icon looks like a yellow file folder.
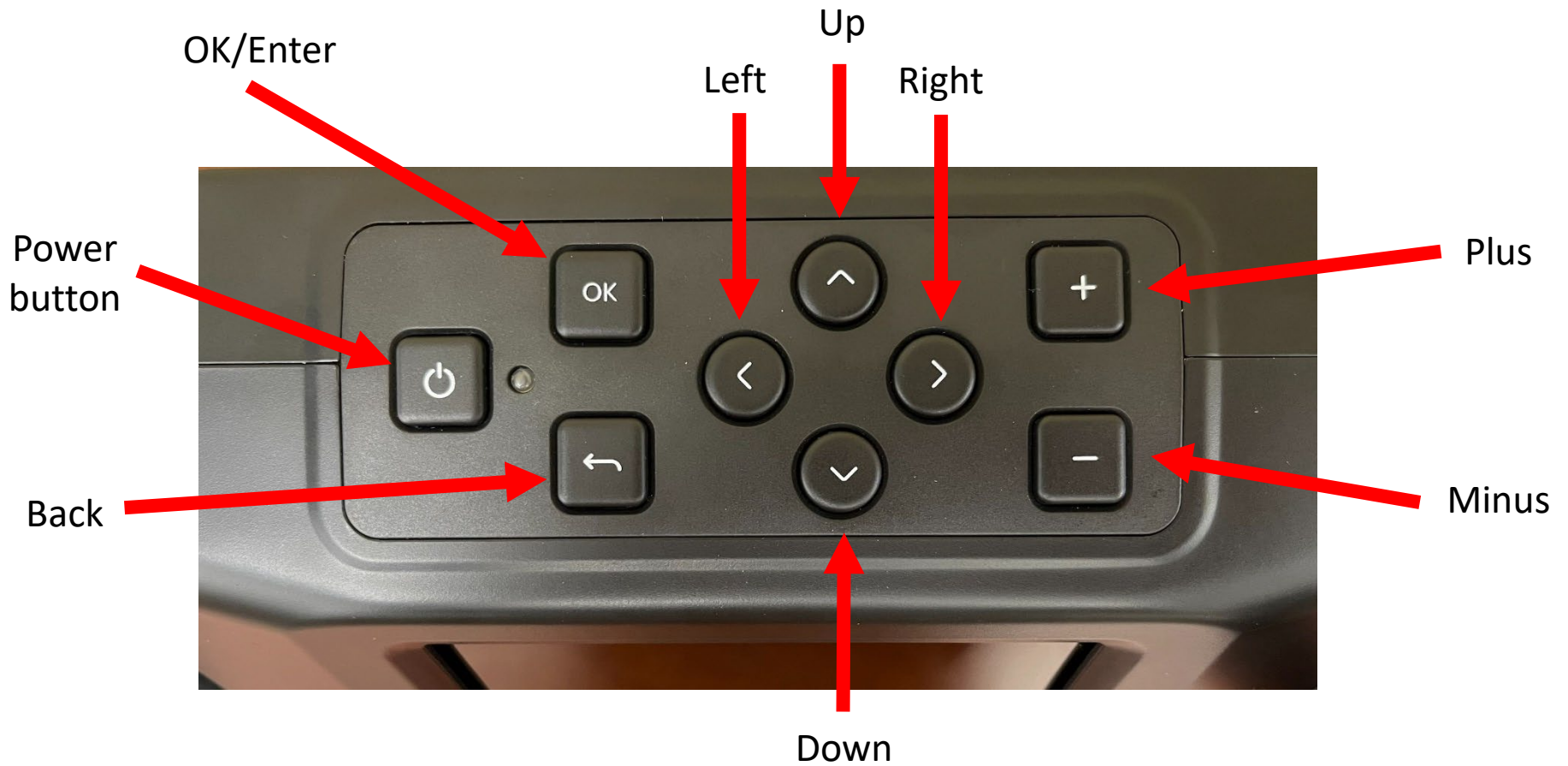

Film digitizer operating information and file transfer process are on the following pages.

Getting Started:
KODAK REELS Film Digitizer

Reel shaft

Display screen

Control panel

Empty take-up reel

Film lid

Film lid tab

Film spools

Film type switch (8mm or Super 8)

Getting Started: Control Panel

OK/Enter

Up

Left

Right

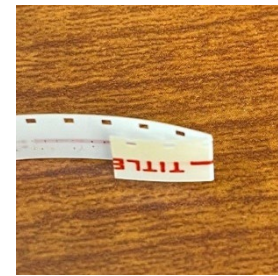Power button

Plus

Back

Minus
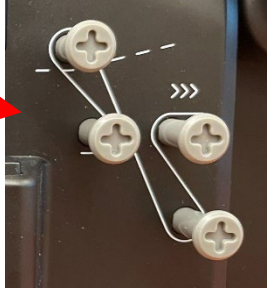
Down

Getting Started: Loading Film

Now that you are aware of the equipment and software you will be using, you are now ready to load your film.

1. Unfold the reel shafts on either side of the device until they click into place, if not already done.

2. Carefully pull out the end of the film on your 8mm or Super 8 reel. Tightly fold up the end of the film strip and slowly insert it into the slot on the empty take-up reel.

3. Manually spin the empty reel around a few times to make sure your film is now securely connected to the empty reel.

4. Insert your film reel onto the left reel shaft and place the empty reel on the right reel shaft.
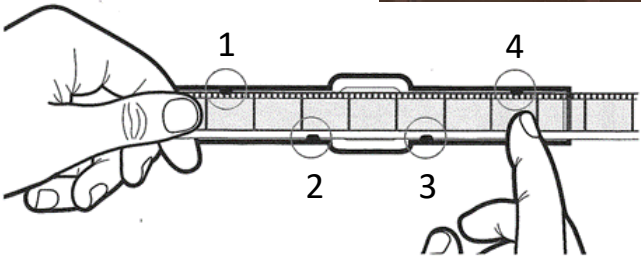
> *If the film reel you're using has a large mounting hole, use the provided red reel adapter.*

Getting Started: Loading Film

5. Take the film between the two reels and carefully thread it through the scanner. Use the white solid line to follow how to thread the film on the film spools.

6. Push the film lid tab to the left to lift the film lid.

7. Hold the film firmly between your pointer finger and thumb. Make sure the sprockets (holes) are on side facing the digitizer.

8. Slowly place the film under the first black tab (tab farthest left).

9. Carefully twist the film and place it under the second black tab. Repeat for the third and forth tabs.

10. Gently press your finger down on the film to make sure the film is under all four tabs. Close the film lid, pressing down until it locks into place.

Getting Started: Loading Film

When finished loading, the digitizer should look like this.

Overview of Digitization Process

Now that you are aware of the equipment you will be using, you are now ready to digitize your film. The digitization process is broken down into four parts:

1. Digitizing your film: During these steps, you will power on the digitizer, record your film, adjust the frame position and picture, if needed, and fast-forward your film.

2. Viewing your recording: You can use the film digitizer to view the recording of your film on the device before transferring to your storage device.

3. Saving your video: The digitizer automatically uploads your file(s) to the computer where you can transfer to your personal storage device or cloud storage. You will use File Explorer to save to your recording.

4. Finishing Up: Lastly, you will delete your video(s) from the digitizer, rewind your film, and power down the device.

Digitizing Your Film

You are now ready to start digitizing your film. You will use the digitizer for this process. You can record your whole reel of film or portions of it as video files. Use the buttons on top of the device to navigate.

1. Once your film is loaded, power on the digitizer using the power button on top of the device.

2. Use the right or left button to highlight Capture and then use the OK/Enter button to select it.

3. This is video preview mode where you should see the frame currently fed through the scanner. The Record function will be selected by default.

4. Film framing may need to be adjusted before starting the recording. This can be done with the Frame Adjust function. Use the Down and Ok/Enter buttons to select it.

5. Use the directional arrow buttons to reposition the frame and the plus/minus buttons to zoom in and out. When finished, press the Back button to exit.

6. When ready to begin recording, select Record and press the OK/Enter button. This will prompt you to set the film type using the front lever: 8mm or Super 8.

7. Press the OK/Enter button to begin recording. The film will be fed through the scanner automatically. Press the button again to stop.

The film is scanned frame by frame. This means 5 minutes of scanning will result in about 30 seconds of video.

Every time you stop and start a recording, a new video file will be created. There is no option to pause and continue the recording on the same video file.

Using the Picture Function to Adjust the Display

1. Press the Up or Down to choose the Picture option. Then press the OK/Enter button.

2. Press the Up or Down button to select the *Exposure*, *Sharpness*, or *Tint* option. Then press the Plus or Minus button to adjust based on your preference. To undo your changes, select the *Reset to Default Values* option.

3. Once the desired settings are reached, press the OK/Enter button to confirm.

Exposure is the overall brightness or darkness of the film. Sharpness refers to the image clarity. Tint is used to adjust the color of the image.
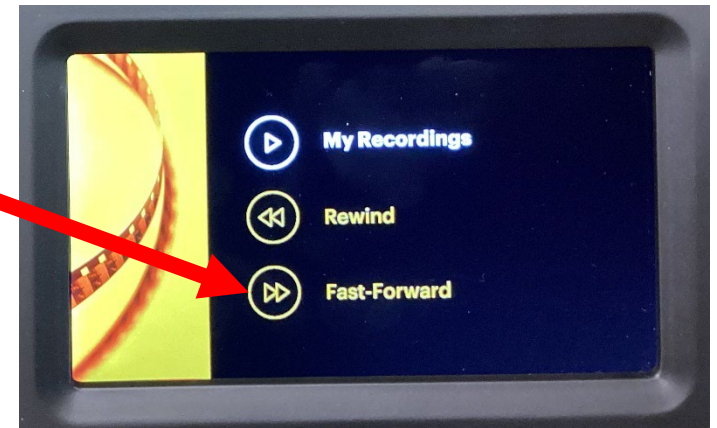
Fast Forwarding Your Film

Fast-Forward is used to decide where you will begin your recording. Use this function to speed through certain parts of your film without recording.

1. Use the Right or Left buttons to select Menu, then press the OK/Enter button.

2. Press the Down button to select Fast-Forward and press the OK/Enter button.

3. Remove your film from the scanner film slot and film spools, close the film lid, and use the dotted line to thread the film between the two reels.

4. To resume digitizing, follow the loading instructions again to thread the film though the spools and scanner using the solid line.
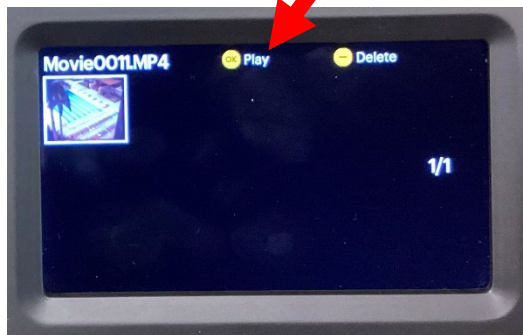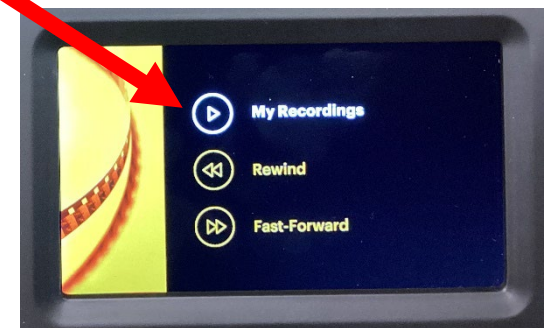
Viewing Your Recording

1. Press the Back button until you return to the main menu screen. Use the Right or Left button to select Menu.

2. Press the OK/Enter button to select My Recordings.

3. Use the directional arrows to select a video file. Then, press the OK/Enter button to play the file.
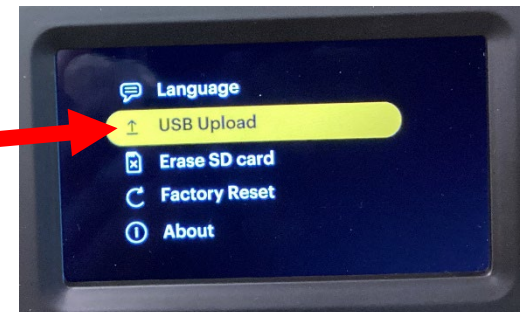
Saving Your Video

Now you will upload your video(s) to the computer from the digitizer as an .MP4 file and save it to your storage device.

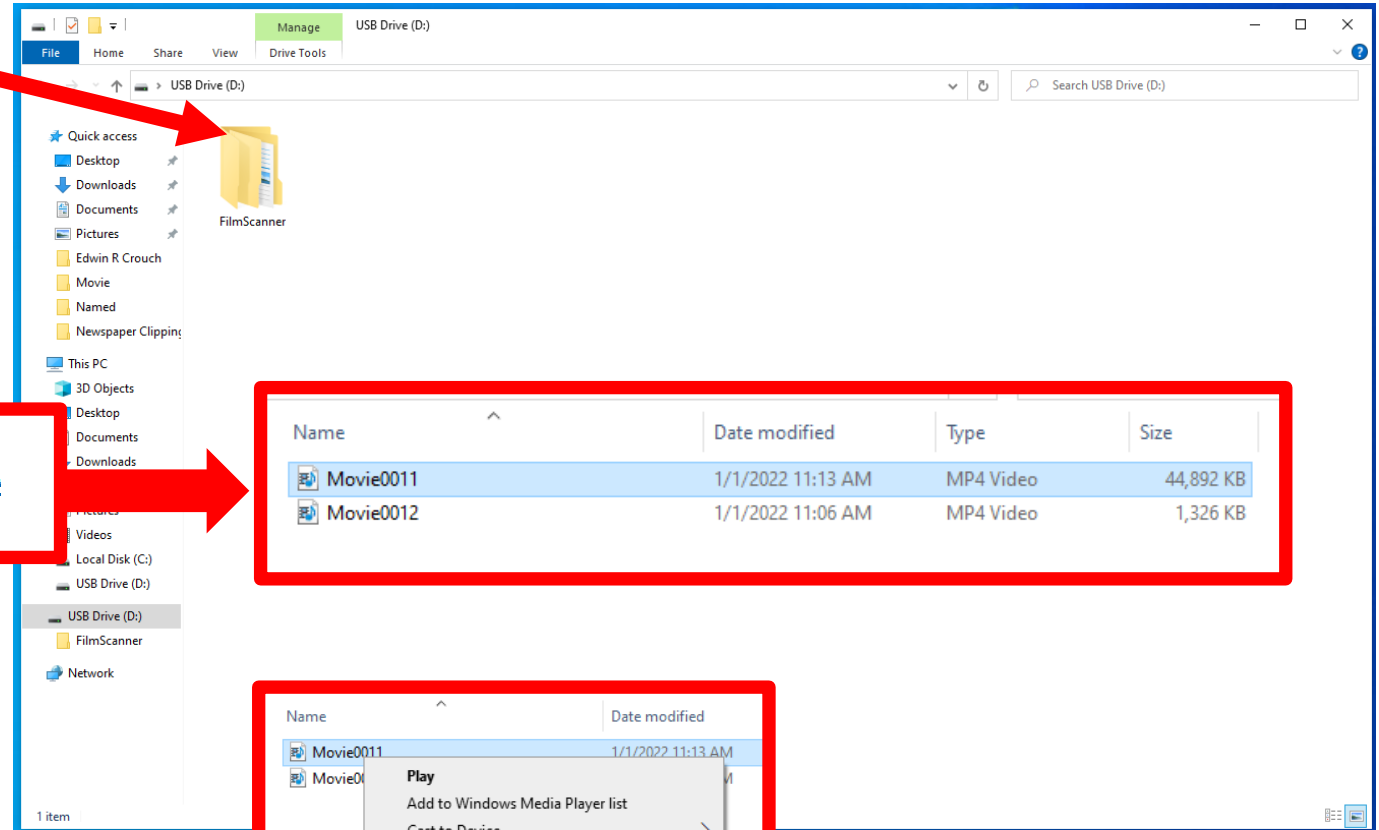1. Plug in your storage device or access your cloud storage.

2. Press the Back button until you return to the main menu screen. Use the Right or Left button to select Settings and then press the OK/Enter button.

3. From the Setting menu, press the Down button to highlight USB Upload. Press the Ok/Enter button to confirm.

4. The digitizer will automatically connect and open a File Explorer window on the computer with a folder in it named FilmScanner.
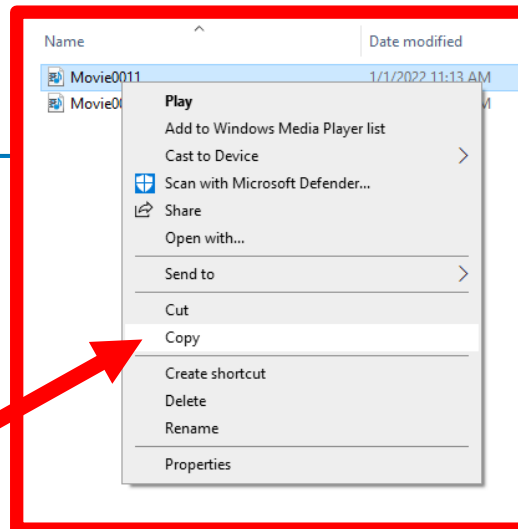
5. Double click on the FilmScanner folder and then click on the Movie folder to view the .MP4 files saved on the digitizer (see below).

6. To view your video on the computer, double click on the file name or right click and then click Play.

7. Highlight the video file(s) you want to transfer by clicking on them to turn them blue. Then, right click on the highlighted file(s) and click on Copy.

You can click and drag the mouse over multiple files to select them simultaneously.

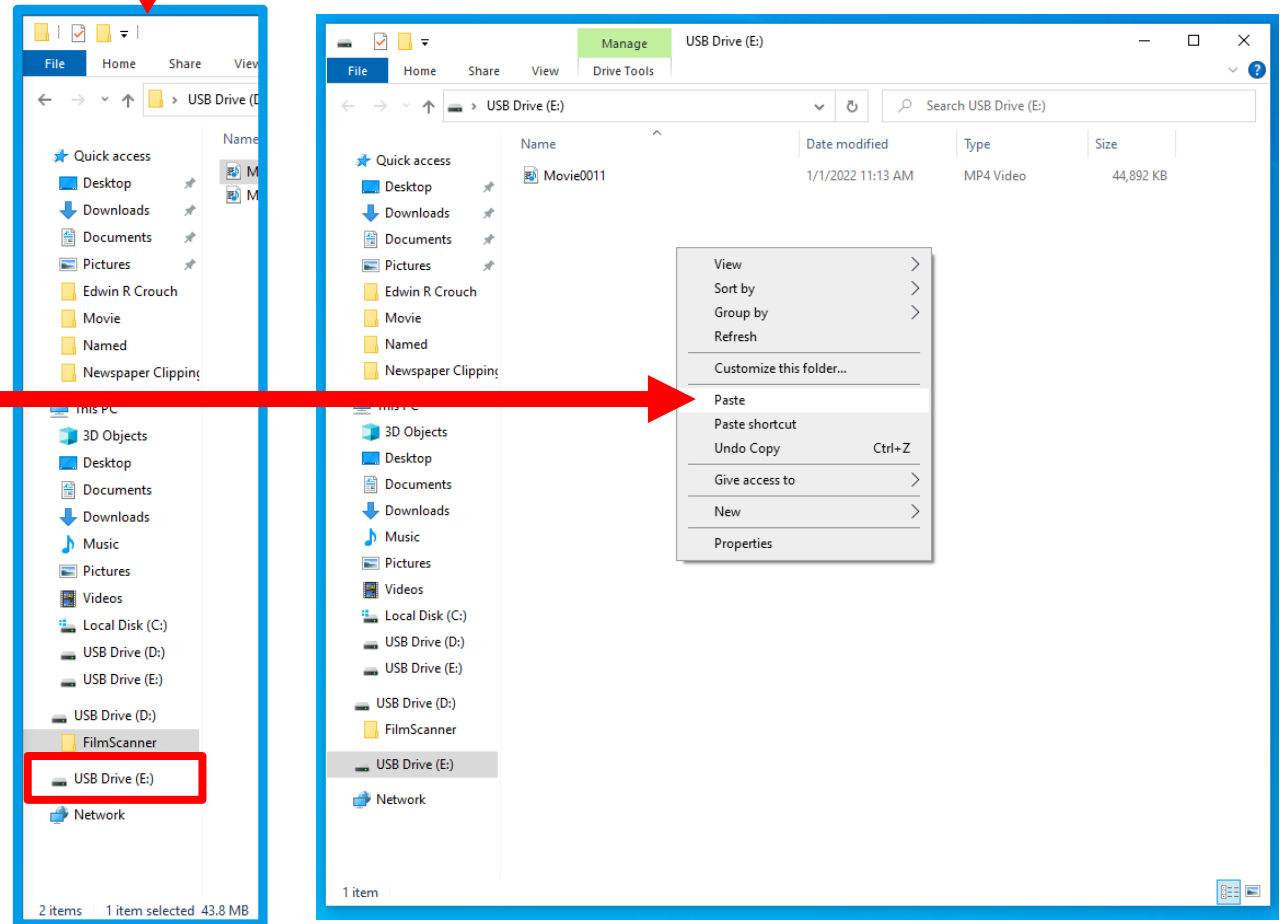8. Look for your storage device on the left side of the window.

9. Double click on your device to open it.

10. Right click anywhere inside the folder for your storage device and click Paste.

The file should now appear in this folder. Repeat steps 7 through 10 for other files, if necessary.

11. To rename a video file, right click on the file, click on Rename, and then type in the new name.
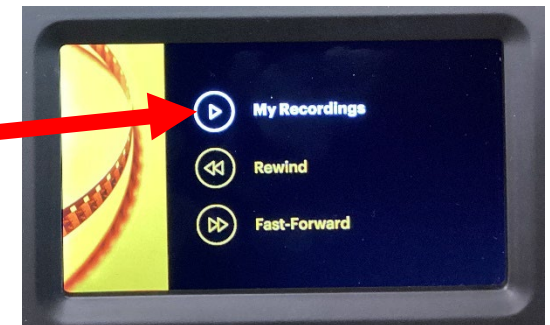

12. When finished, right click on the name of your storage device and click Eject. Your device can now be safely removed from the computer.
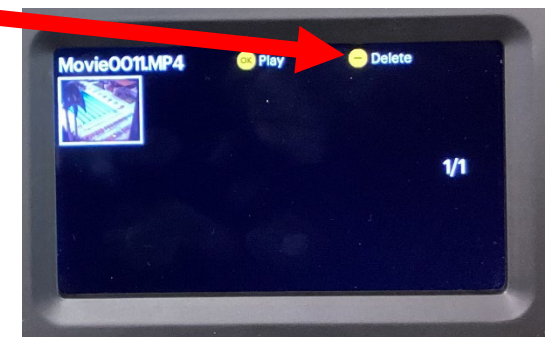
Finishing Up

After all your film has been recorded and saved, you can now rewind your film and delete your video(s) from the digitizer.

1. To delete your video files from the device, repeat the steps used to view your video(s). Go to the Menu function on the main menu screen and then select My Recordings.

2. Use the directional arrow buttons to select a video and then press the Minus button to delete the file.
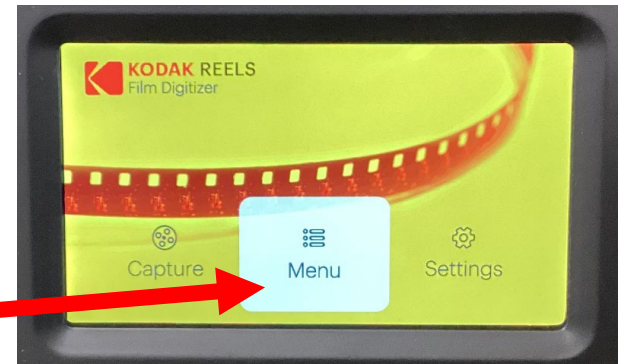
Be sure to delete all your files from the digitizer when you are finished using the device.
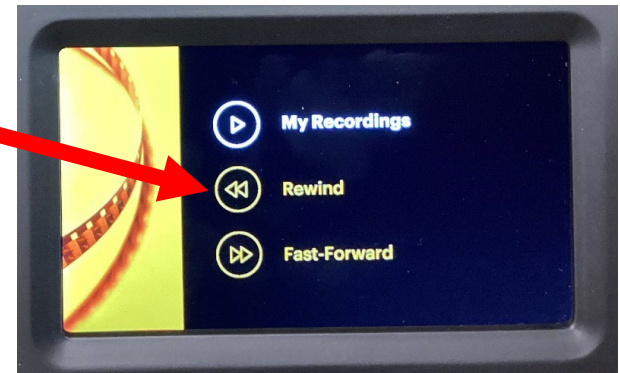
Rewinding Your Film

The machine only operates from left to right. In order to rewind your film, you must swap the reels.

1. Use the Right or Left buttons to select Menu, then press the OK/Enter button.
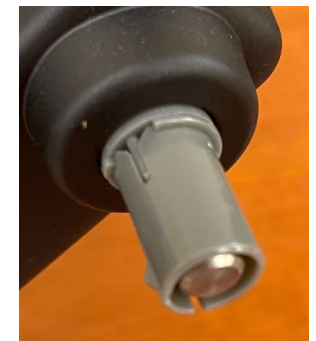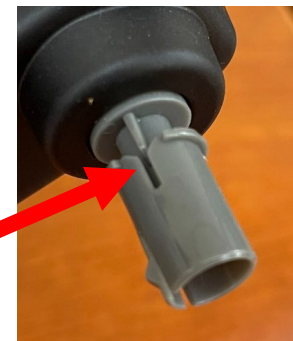
2. Press the Down button to select Rewind and press the OK/Enter button.

3. Remove both film reels from the reel shafts and swap their placement. Your film reel should be on the right side and the take-up reel on the left. (If you are using the red adapter, remove it before placing the take-up reel.)

Be sure to use the correct gray adapter for your film type on the right reel shaft. Reels with a small mounting hole use the standard adapter. Reels with a large mounting hole will require the large gray adapter, which slides onto the standard size using the notch as show here.

Rewinding Your Film, cont.

4. Close the film lid

5. Use the dotted line to thread the film between the two reels. Remove your film from the scanner film slot and film spools and use the dotted line to thread the film between the two reels.

6. Follow the directions on the screen to start rewinding.

1. When you have deleted your files and rewound your film, turn off the device by pressing the power button.

2. Gently remove your film reel from the device, return the empty take-up reel to the right side of the machine, and ensure the red reel adapter is present.

3. Make sure your materials are securely packed away.