

Digitizing 8mm and Super 8 Film

MCPL MEMORY LAB


The Memory Lab is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

Getting Started

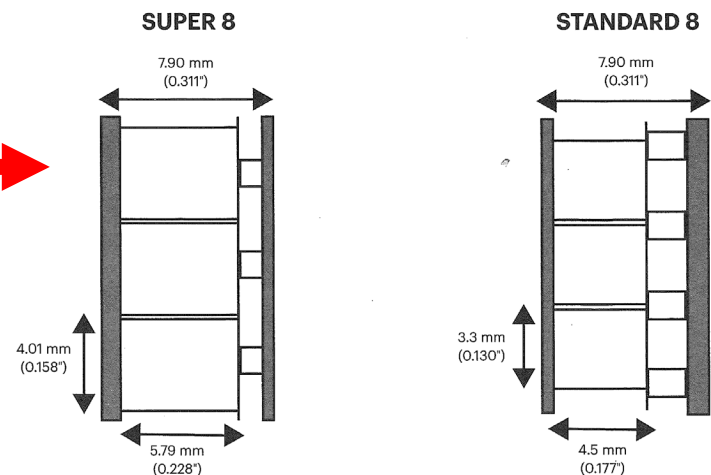
Welcome to the Memory Lab. Review the next few pages to introduce yourself to the equipment and processes you will be using. Then, you will begin the do-it-yourself digitization process.

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.



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.

Finder: Finder is the file system for Mac. It looks like a white and blue smiley face. This is where you can find your storage device and files after transferring the captured video.

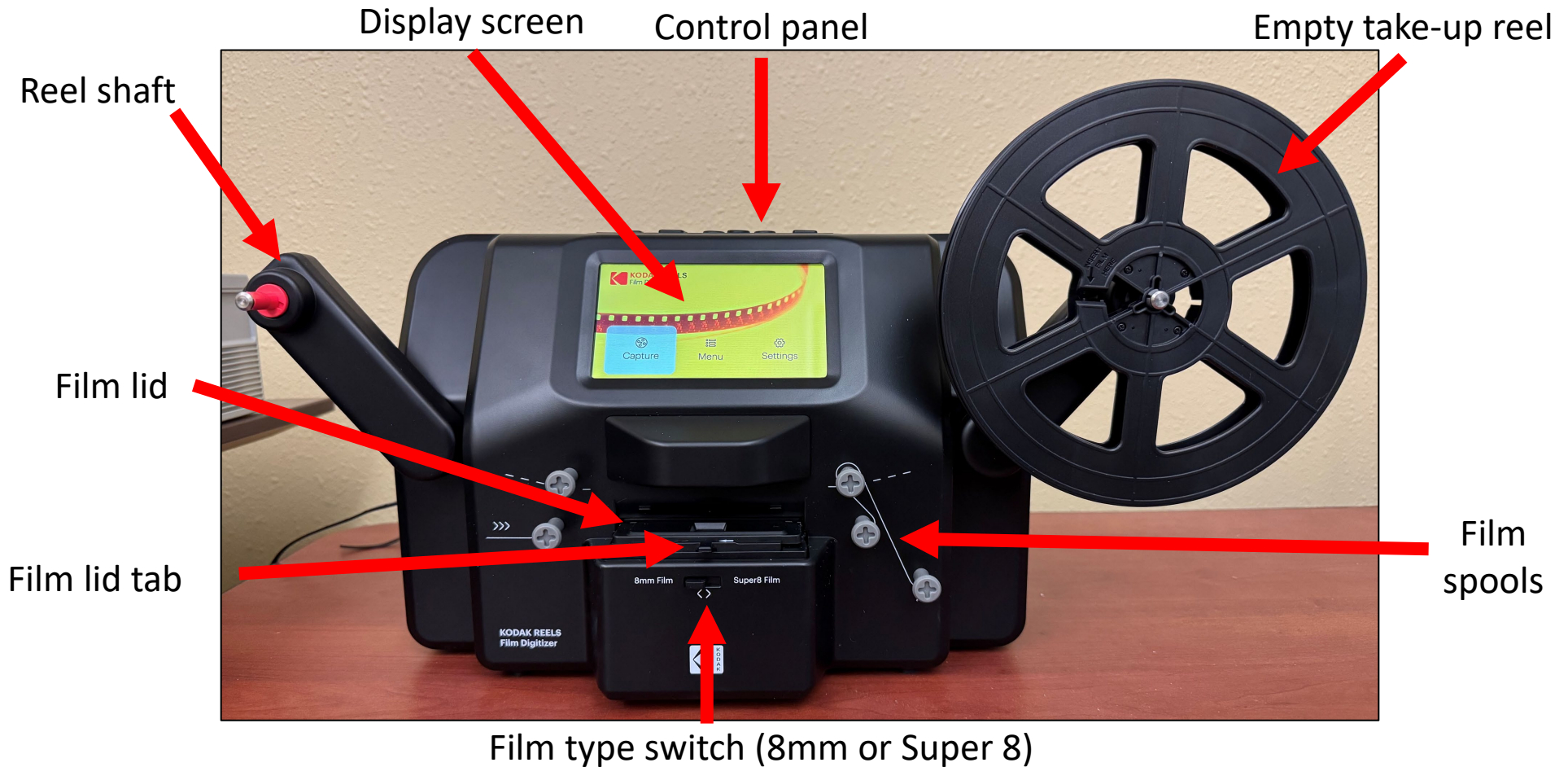


During transfer, the storage for the KODAK REELS film digitizer will appear in the upper right corner of the screen with a storage device icon called “Untitled.”

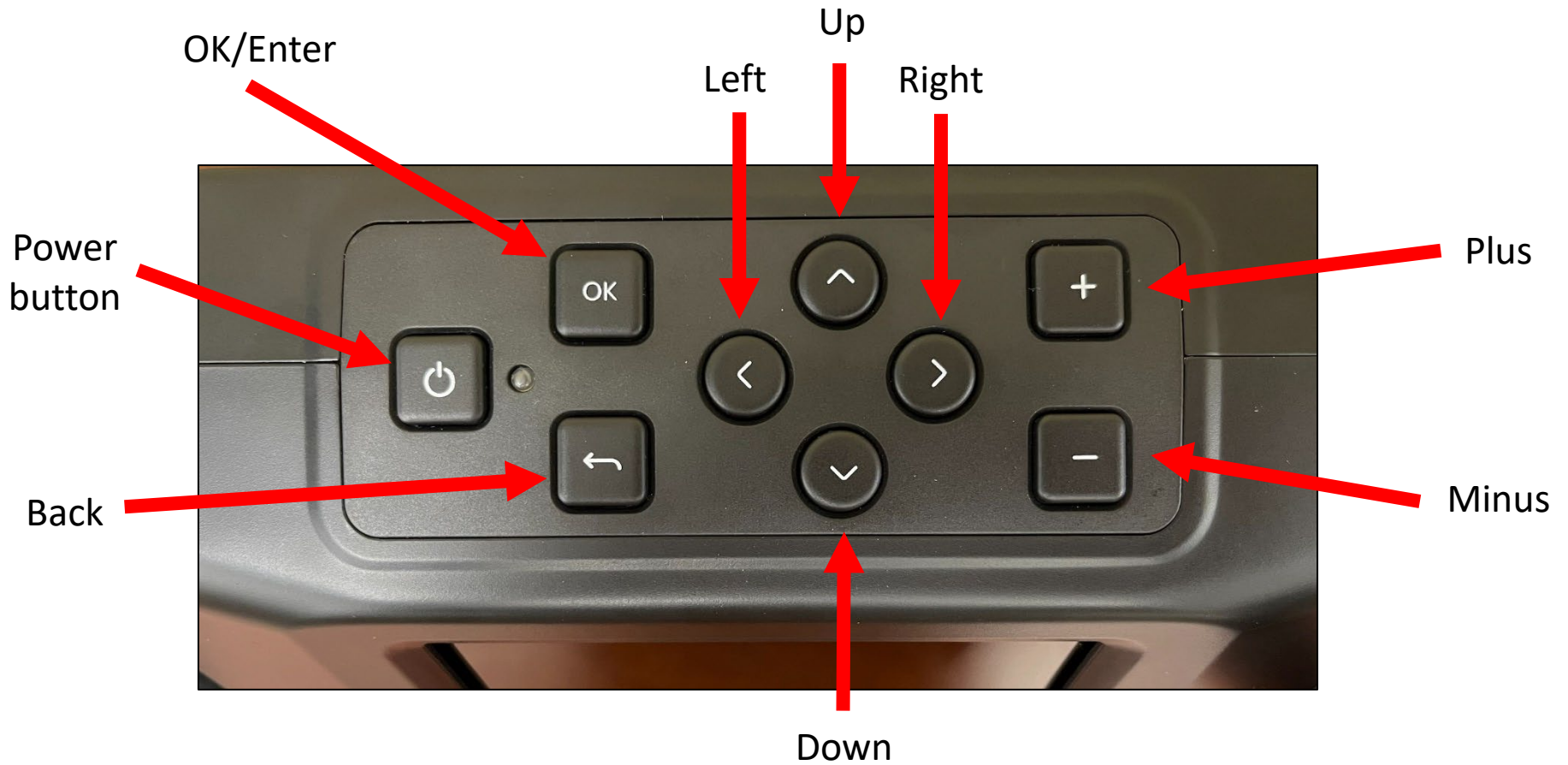


Film digitizer operating information and file transfer process are on the following pages.

Getting Started: KODAK REELS Film Digitizer



Getting Started: Control Panel

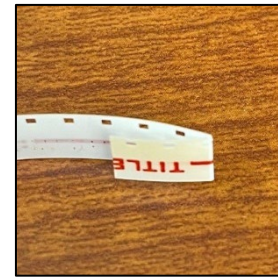


Getting Started: Loading Film

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

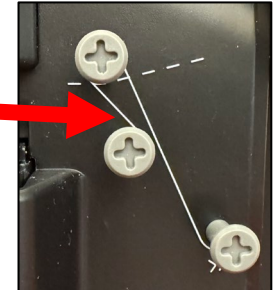
1. Unfold the reel shafts on either side of the device until they click into place, if not already done.
2. Carefully pull out the end of the film on your 8mm or Super 8 reel. Tightly fold up the end of the film strip and slowly insert it into the slot on the empty take-up reel.
3. Manually spin the 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.



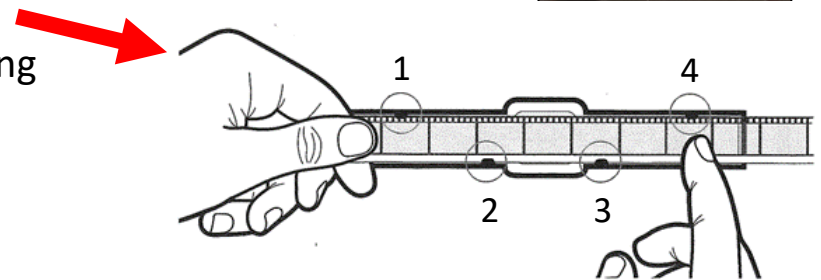
Getting Started: Loading Film

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 fourth 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.



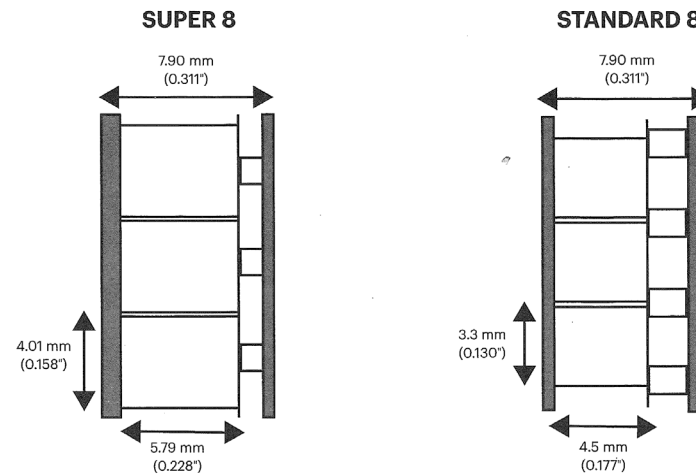
Getting Started: Loading Film

Select the correct film type using the front lever on the device.



Super 8 Film: the sprockets or small holes line up with the center of each frame

8mm/Standard Film: the sprockets or holes are spaced in between each frame



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.

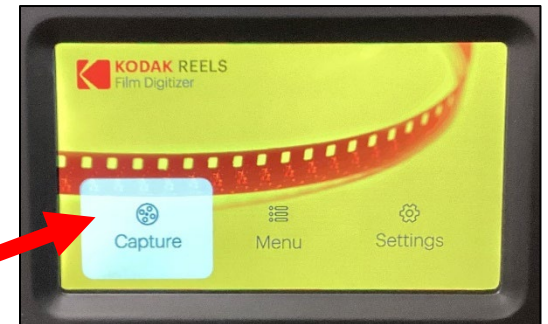
Digitizing Your Film

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.

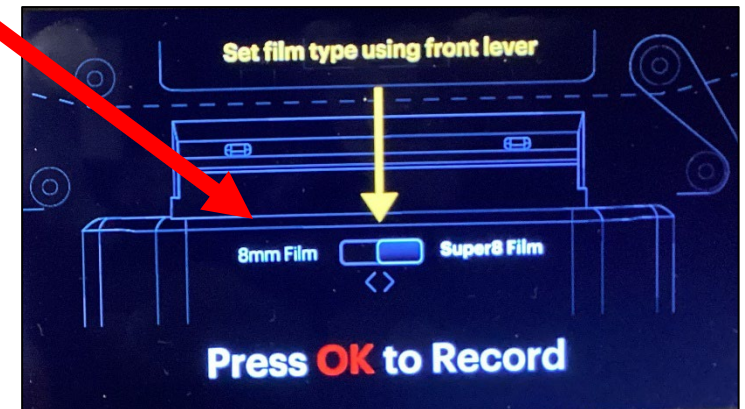
5. Use the directional arrow buttons to reposition the frame and the plus/minus buttons to zoom in and out. When finished, press the Back button to exit.

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.

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

If the film jumps out of frame as it starts for the first time, stop the recording and repeat the Frame Adjust process.

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.



Troubleshooting

When you press record, if your film does not advance, this may be due to a few issues. Review the following concerns to rule out improper loading and film type as the cause.

1. Film is loaded incorrectly:

- Double check that your reels are loaded with the film coming off your reel and going on the take-up reel in the proper direction.
- Make sure the film is loaded correctly beneath all four film clips under the film lid.
- Check to see if enough film is caught in the notch of the take-up reel and the film is manually wound around the reel a few times.
- Check the size of the mounting holes on both reels and determine whether you are using the correct reel shaft adapter (gray or red, see page 6).

2. Wrong type of film:

- You've selected the wrong type of film on the front lever. Double check what kind of film you have and make sure the lever is set to the correct type.

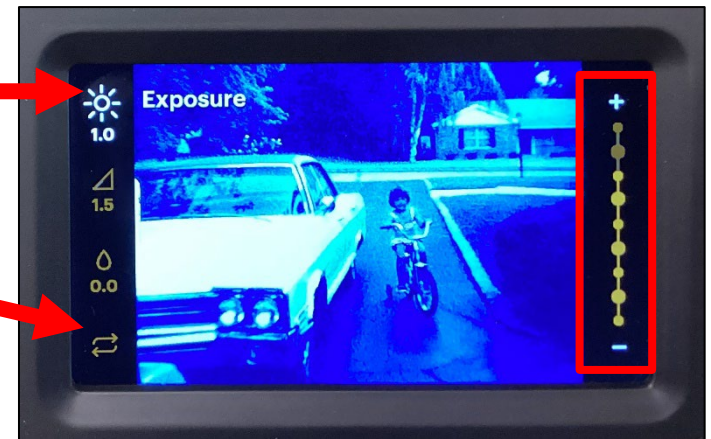
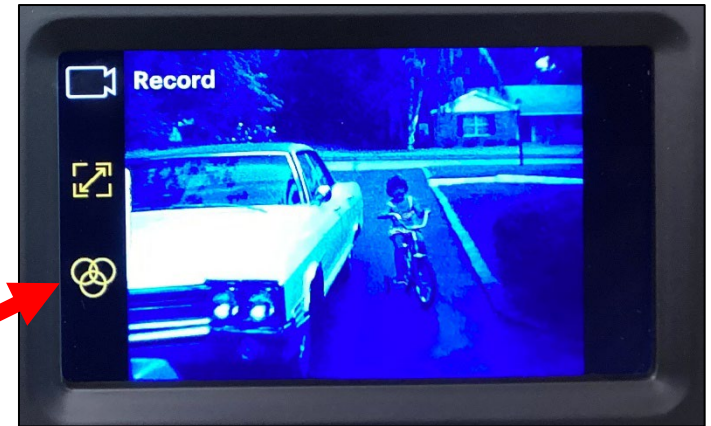
Using the Picture Function to Adjust the Display

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.

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.



Fast Forwarding Your Film

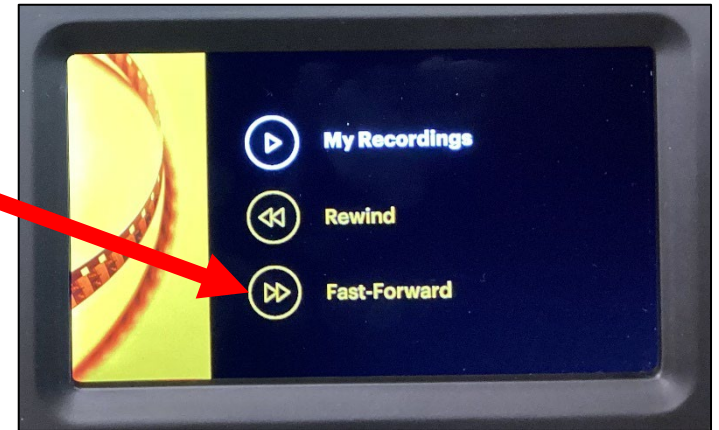
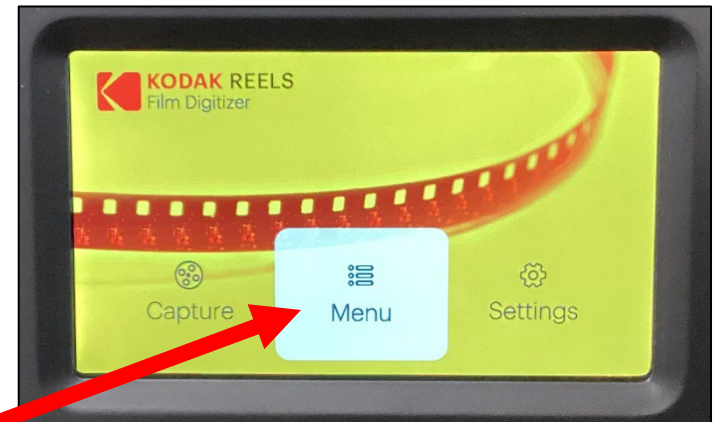
Fast-Forward can be used to decide where you will begin your recording. Use this function to speed through certain parts of your film without recording.

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 gray 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 through the spools and scanner using the solid line.

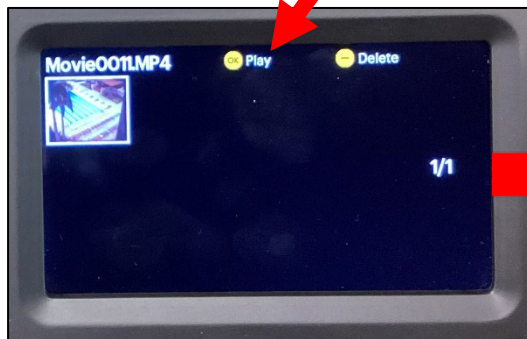
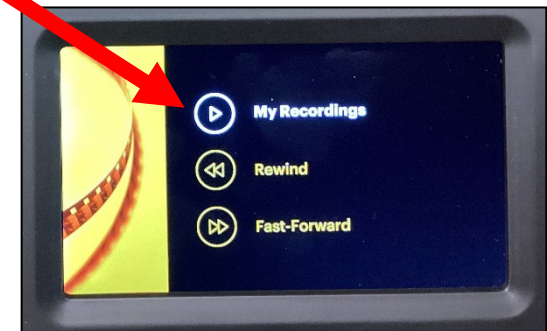


Viewing Your Recording

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.

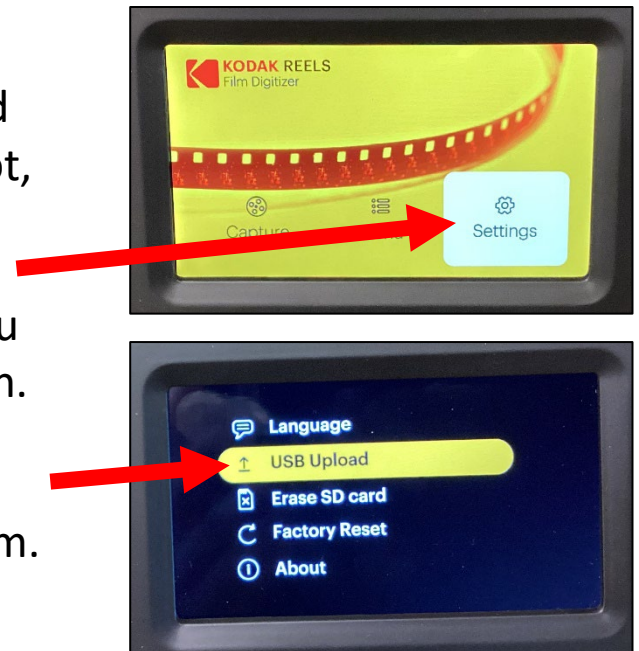
3. Use the directional arrows to select a video file. Then, press the OK/Enter button to play the file.



Transferring Your Videos

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

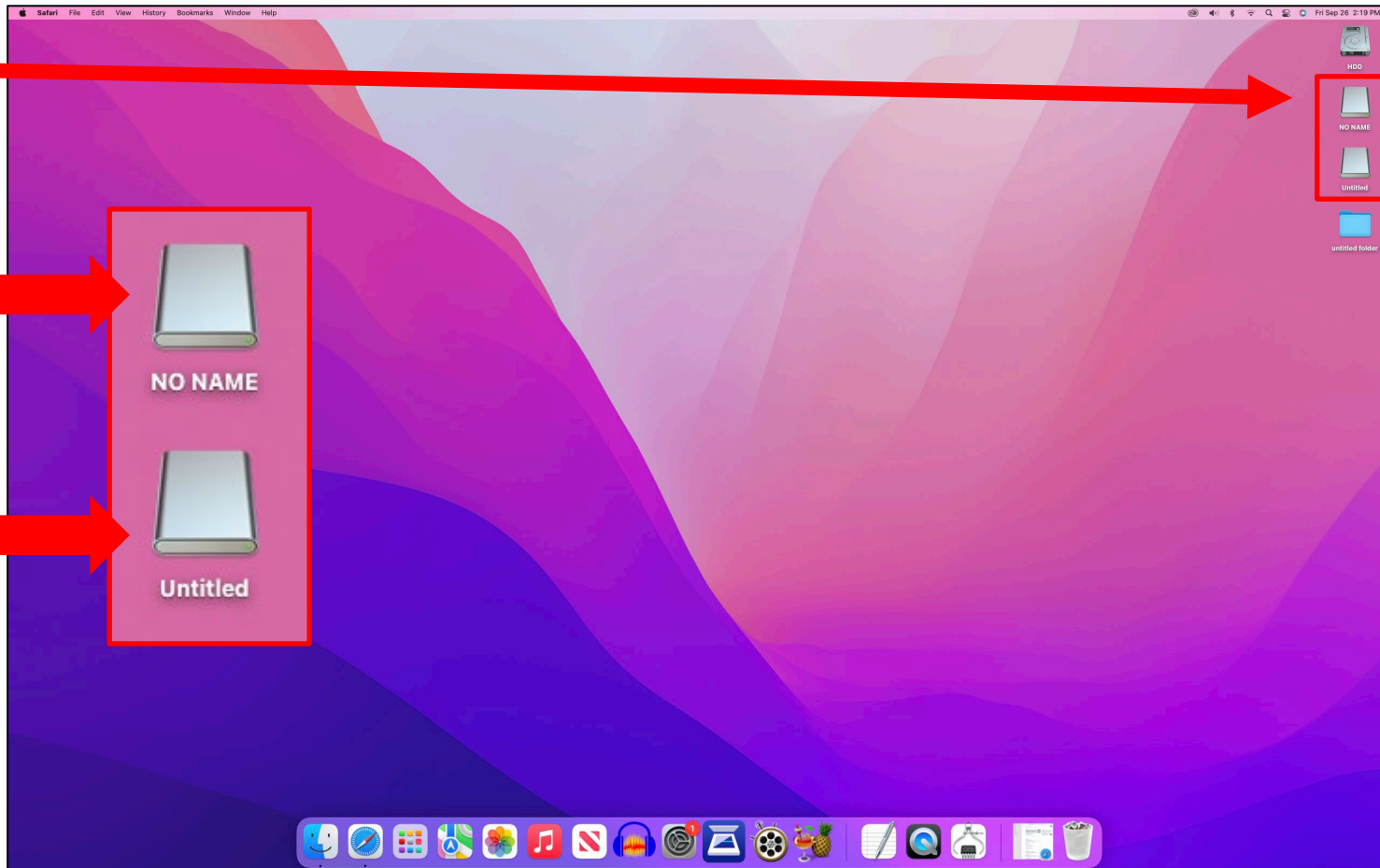
1. The black USB cord from the back of the digitizer should already be plugged into the back of the monitor. (If it is not, request staff assistance.)
2. Press the Back button until you return to the main menu screen. Select Settings and then press the OK/Enter button.
3. From the Settings menu, press the Down button to highlight USB Upload. Press the Ok/Enter button to confirm.
4. The digitizer will automatically connect, and the device will appear in the top right corner of the screen with the name "Untitled."



5. Plug your storage device into the USB port located on the underside of the monitor on the left side. If you're using cloud storage, open the *Safari* application (icon shown here), then navigate to your storage provider, and log in.

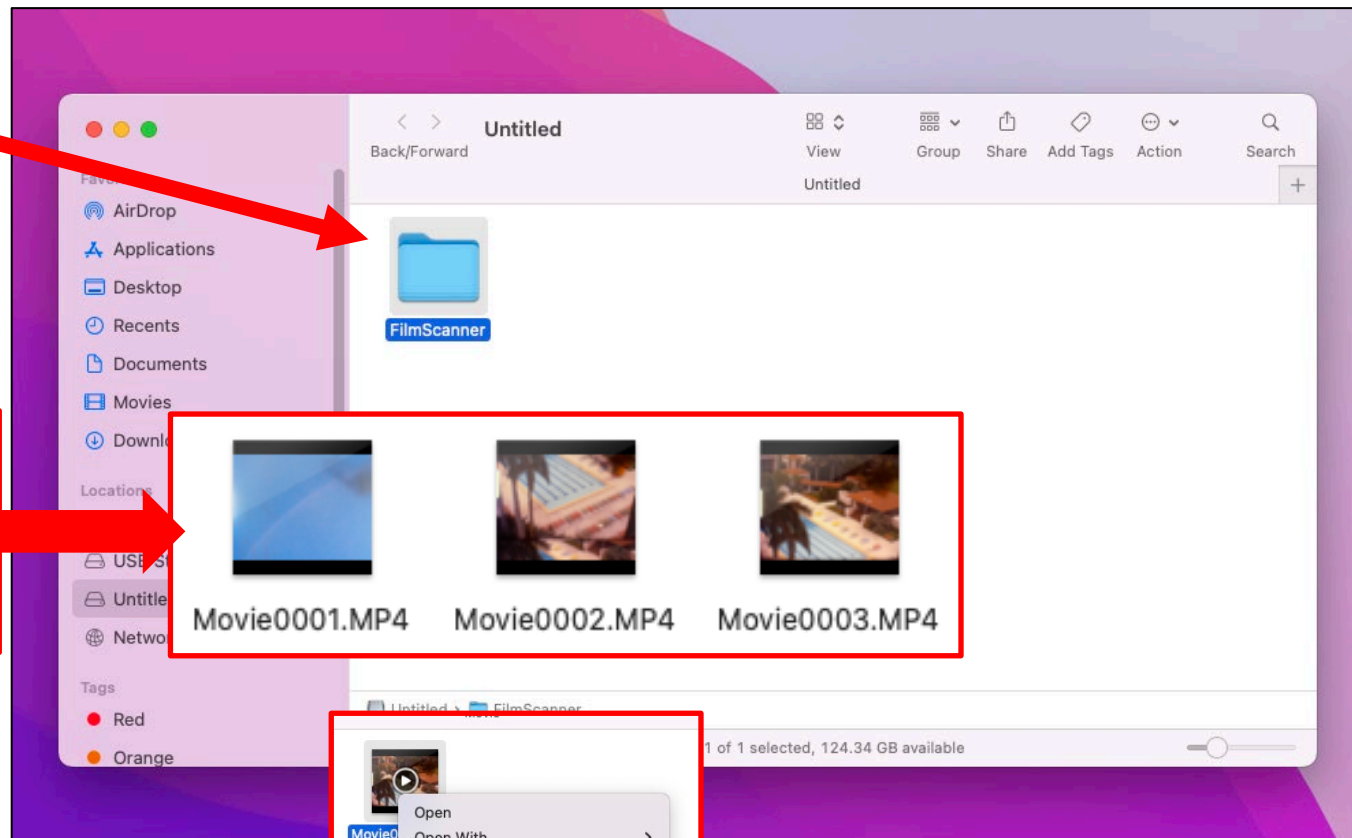
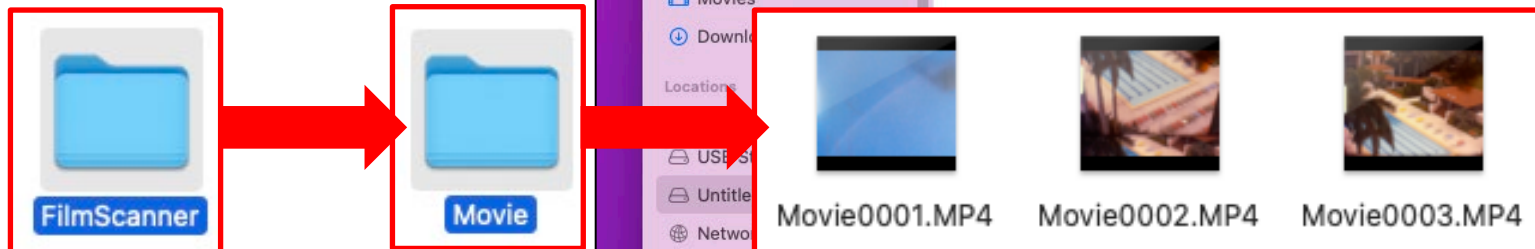


Your storage device should appear in the top right corner of the screen. If you haven't renamed it, it may appear here as *NO NAME*



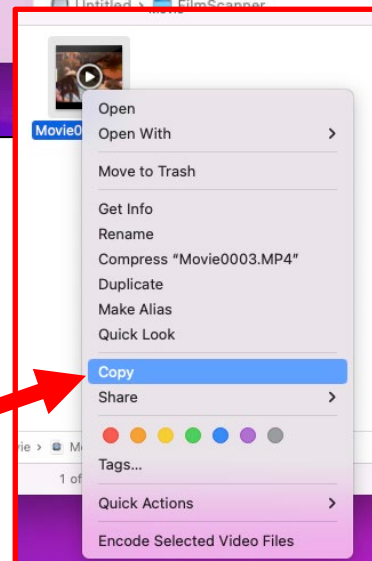
6. Double click on *Untitled* icon to view the video files stored on the digitizer.

7. Double click on the *FilmScanner* folder and then click on the *Movie* folder to view the .MP4 files saved on the digitizer (see below).



8. To view your video on the computer, double click on the file thumbnail to open the video player.

9. 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*.

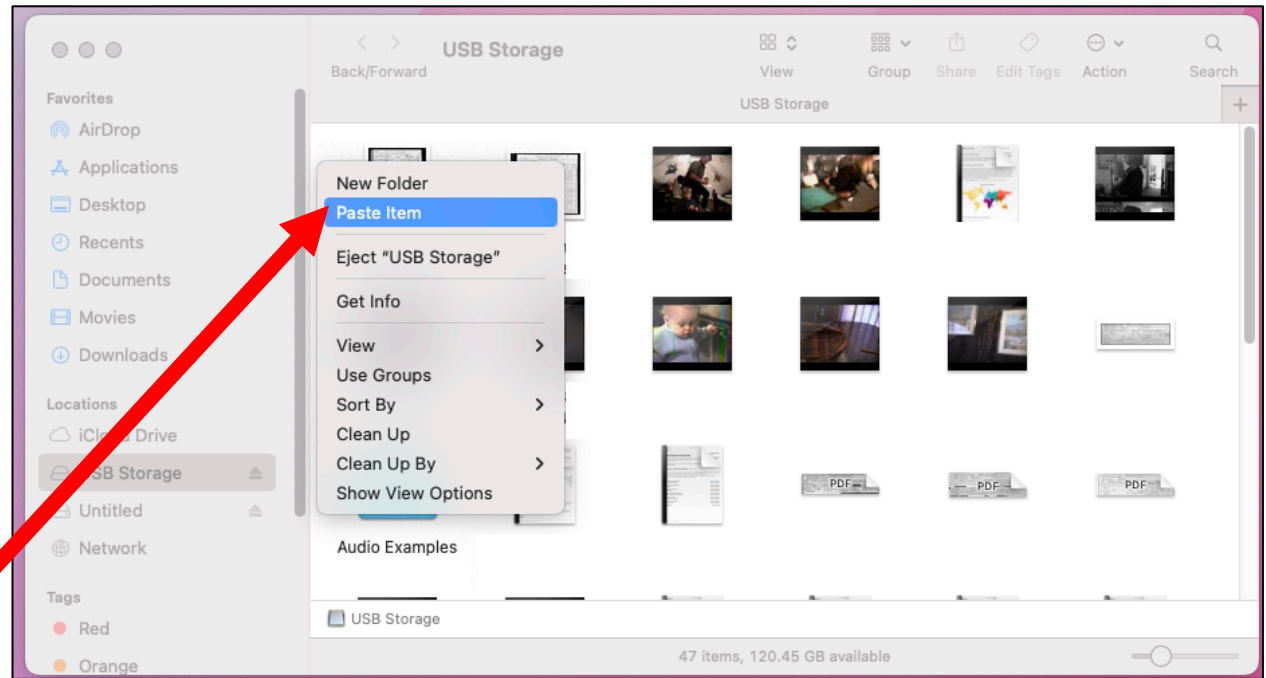


You can click and drag the mouse over multiple files to select them simultaneously.

10. Locate your storage device icon located in the the upper right corner of the screen. Again, it might appear as *NO NAME* or the brand name.

11. Double click on your device's icon to open it.

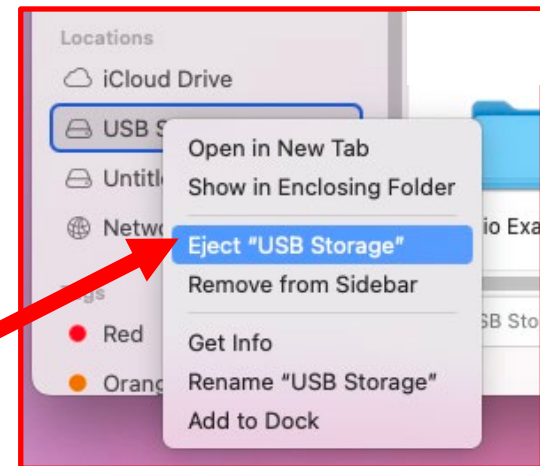
12. Right click anywhere inside the open white space of the folder for your storage device, click *Paste Item*.



The file should now appear in this folder. Repeat steps 9 through 12 for additional files, if necessary.

14. When finished, right click on the name of your storage device in the menu on the left and click *Eject "Device Name"*

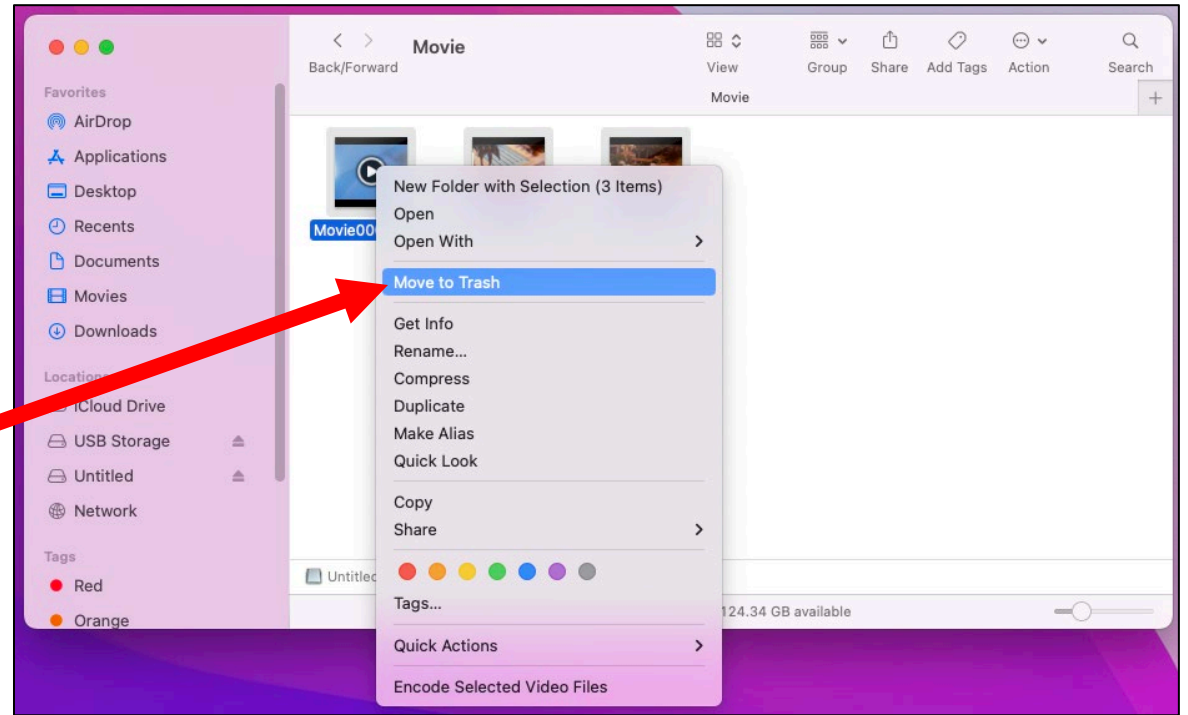
Your device can now be safely removed from the computer.



15. Return to the folder where your digitized files are shown.

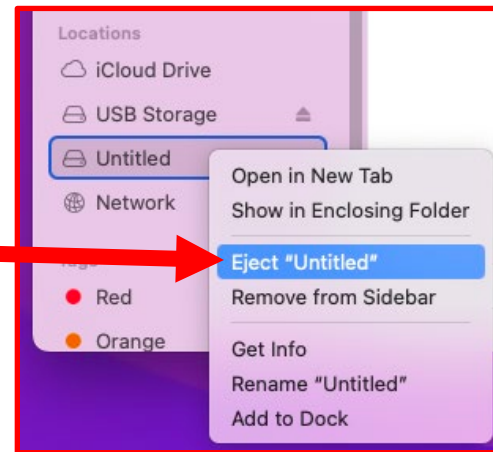
16. Highlight the video file(s) you want to delete from the digitizer by clicking on them to turn them blue. Then, right click on the highlighted file(s) and click on *Move to Trash*.

Repeat this step as many times as necessary to remove all files from this folder.



10. When finished deleting the video files, locate *Untitled* in the menu on the left.

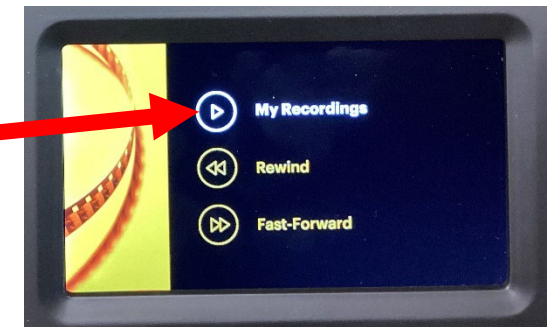
11. Right click on *Untitled* and select *Eject "Untitled"* from the drop-down menu.



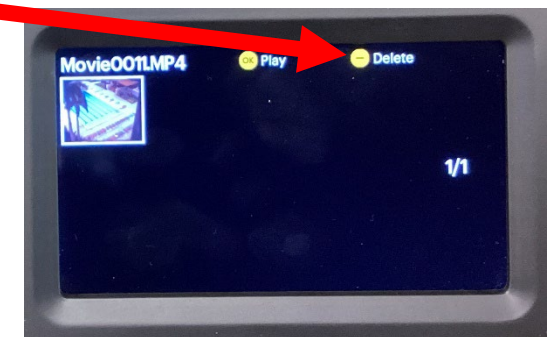
Finishing Up

After all your film has been recorded and saved, you can now rewind your film and ensure all of your video(s) are deleted 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 Zoom Out (–) button to delete the file.



If you have already deleted all the video files, a message will appear stating there are no files found.

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.

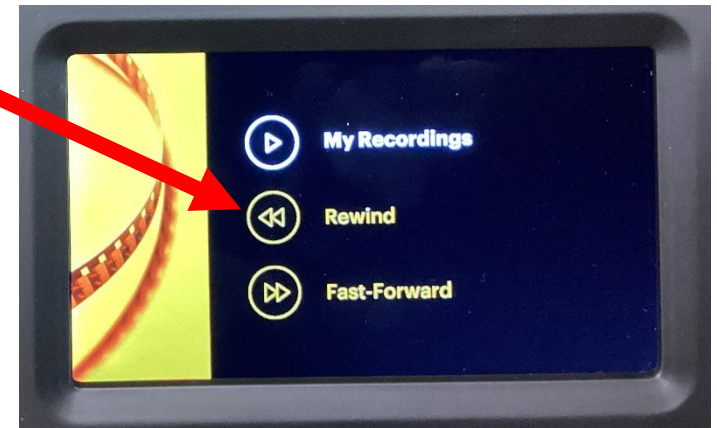
1. Use the Right or Left buttons to select Menu, then press the OK/Enter button.

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 now be on the right side and the take-up reel on the left.

4. 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.

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



1. After 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.

