

How to Convert Encoded DVDs to Digital Files (“Rip a DVD”)

Use this guide to convert the contents of an encoded DVD to MP4 files. An encoded DVD contains video that can be played on a standalone DVD player.

For data discs that contain computer files only and are not encoded to play on DVD players, use **Guide 14: How to Transfer Files from Data CDs or Data DVDs**.



Figure 1: Sample DVD.

Equipment You Will Use:

- Memory Lab computer
- Headphones

Software You Will Use:

- Handbrake

Time Required:

- The runtime of the original video, plus 3-5 minutes to adjust settings and manage the digital files.
- **Allow 15 minutes at the end of your appointment to transfer the digital files to your external storage device or upload to the cloud.**

Step 1: Prepare the Computer

1. Ensure the Memory Lab computer is on. If not, press the circular power button on the tower (see Figure 2).



Figure 2: Power button.

2. Connect headphones to a jack on the Memory Lab computer (see Figure 3).

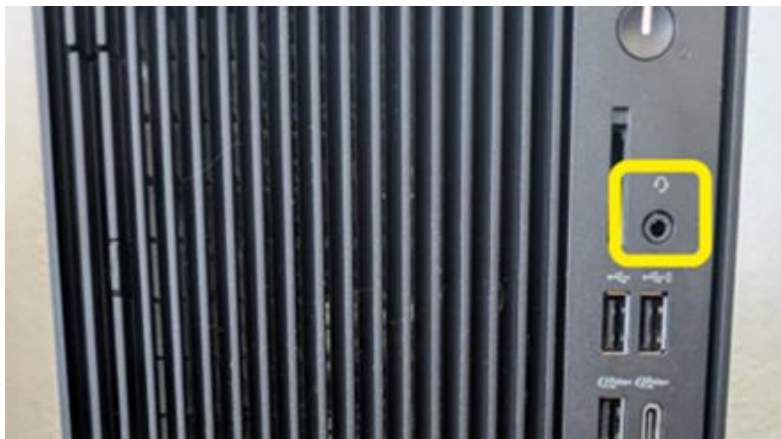


Figure 3: Headphone jack.

3. Locate the eject button for the CD/DVD-RW drive on the left side of the tower and press the button to open the drive. The button blends into the design of the tower; it is located on the second “fin” from the left (see Figure 4).



Figure 4: Location of CD/DVD-RW eject button.

4. Gently pull the disc tray out and insert the DVD with the writing/label facing away from the tray (see Figure 5). Press gently until the disc snaps into place on the center hub, then slide the tray back into the tower to close the drive.



Figure 5: Correct orientation of the DVD.

Note: Upon closing the drive, the computer will spin the DVD to read it. If the disc is improperly mounted on the disc tray, the drive will not close properly or the computer will display an alert.

5. Create a new folder on the desktop to store your files while you are working. *Saving to the computer while digitizing is faster than saving directly to external storage. At the end of your session, you will transfer your files to your own storage.*

Steps to create a new folder:

- On the desktop, right-click on an empty spot on the screen.
- In the menu that appears, move your mouse over **New**.
- Click **Folder**. A new folder appears on the desktop with its name highlighted.
- *Recommended:* Type a custom name to replace **New Folder**, and then press **Enter** to save it.

Step 2: Convert the DVD Contents

1. On the desktop of the Memory Lab computer, double-click the **Handbrake** icon.



Figure 6: Software icon.

2. In the initial screen, under source selection, click the button for the DVD drive, which will begin with **D:**.

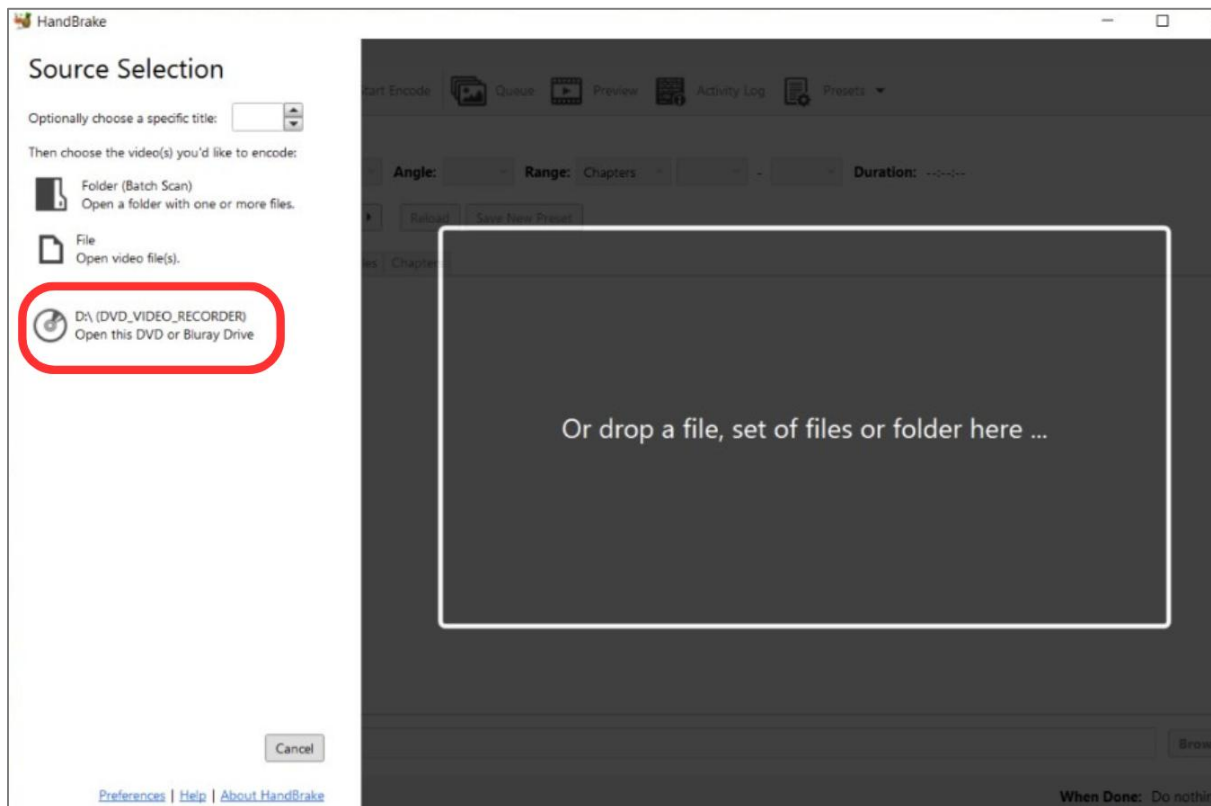


Figure 7: Choose **DVD (D:\)** drive in the Source Selection panel.

- Wait for several moments while Handbrake performs a scan of your DVD. A message box stating “Please wait... Scanning Title” will appear during the scan (see Figure 8).

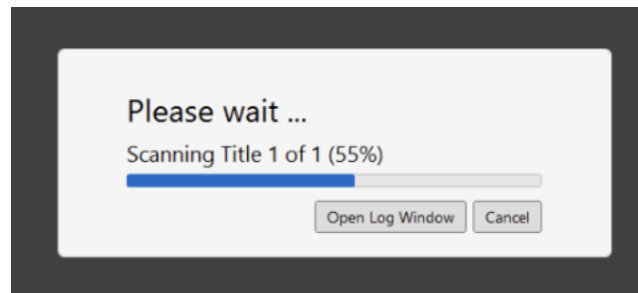


Figure 8: Message box during initial scan.

- Review the Handbrake window when the scan completes. A preview of the first video frame will appear, and Handbrake will automatically determine the recommended settings for your transfer.
- Confirm the save location in the **Save As** section at the bottom of the window (see Figure 9). The file path shown indicates where the video will be saved. If needed, click the **Browse** button to choose your desired folder. Once the file is selected and the name is entered, click **Save**.

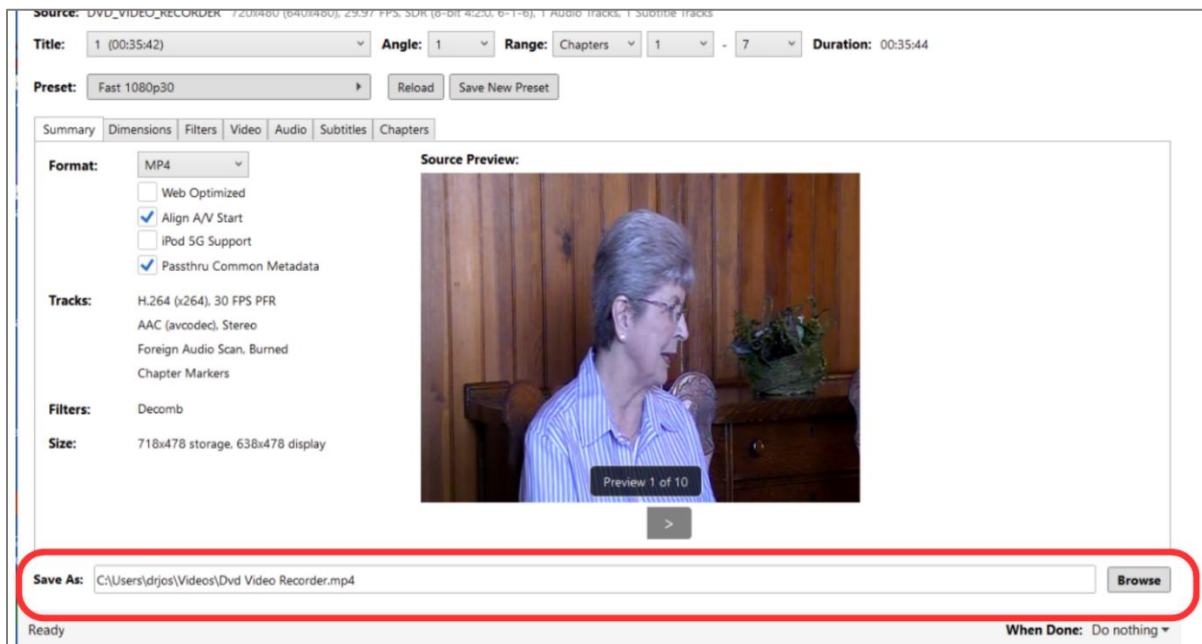


Figure 9: The **Save As** location (left) and **Browse** button (right).

- Click the green **Start Encode** button at the top of the window to begin the conversion (see Figure 10).

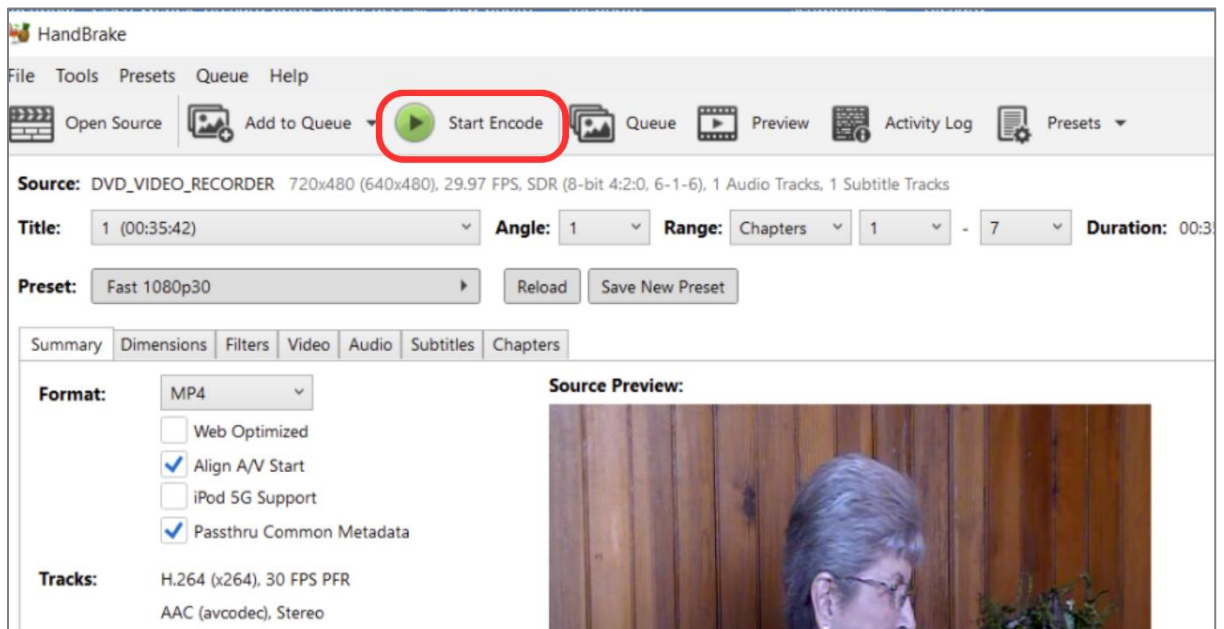


Figure 10: The **Start Encode** button begins the recording process.

- Monitor the conversion status in the progress bar at the bottom of the window. The bottom bar estimates **Time Remaining** and shows **Elapsed** time (see Figure 11).

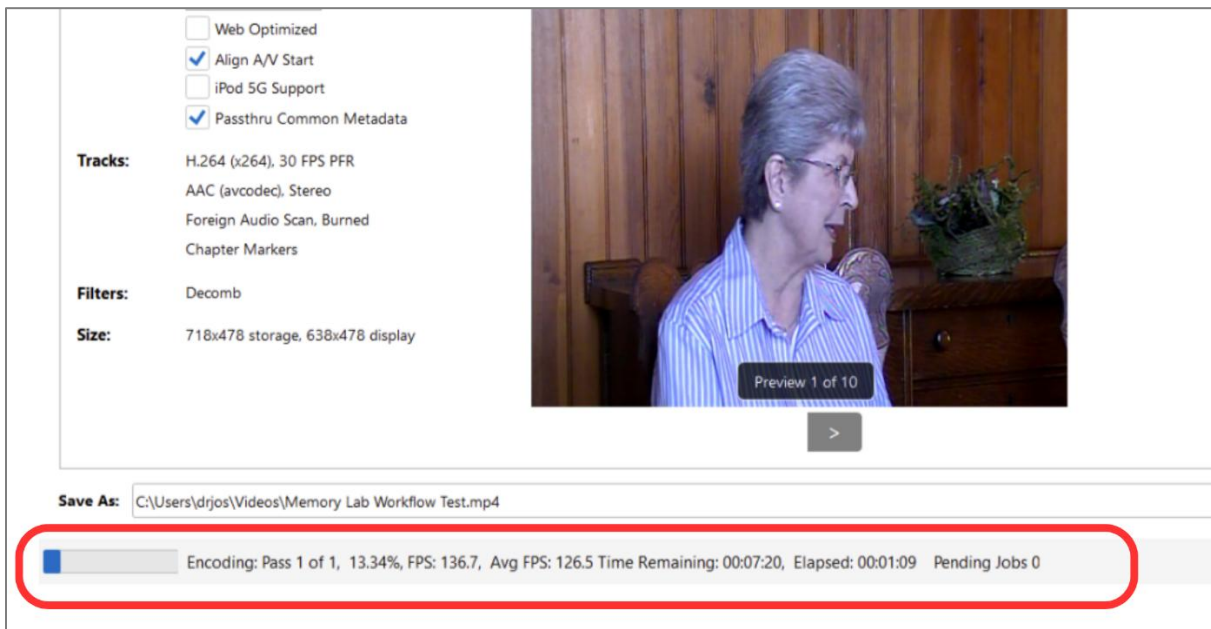


Figure 11: Encoding status is shown in the bottom progress bar.

8. Once encoding is complete, go to the folder you selected in Step 5 to save the file. **Open** the file to make sure it plays properly. If so, your transfer is complete.
9. To eject your DVD, open File Explorer, right-click the **DVD RW drive** and select **Eject** (see Figure 12). The drive will open, and you can remove the disc. Alternately, push the eject button on the tower.

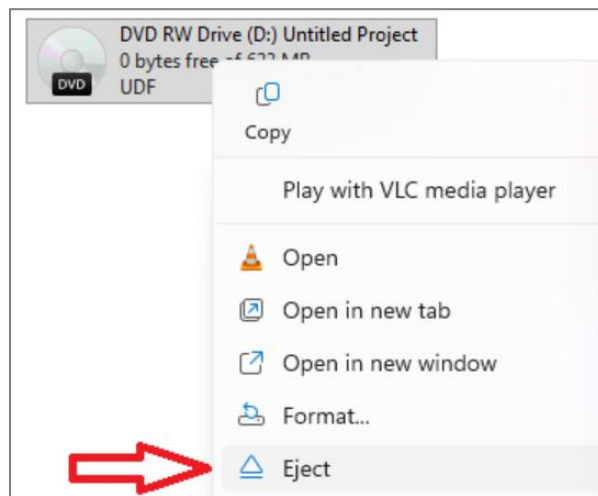


Figure 12: Eject your DVD.

Continue to the next page for instructions to transfer your files and complete your Memory Lab session.

Step 3: Transfer Files and Complete Memory Lab Session

Transfer your new digitized files from the desktop folder to your own storage using one of the options below. **Large files or multiple files may take up to 15 minutes to transfer.**

OPTION A: Use an external storage device (e.g. a hard drive or thumb drive):

1. Connect your external device to a USB port on the Memory Lab computer.
2. Double-click your folder on the desktop to open it.
3. Select all files by pressing **Ctrl + A** (or by clicking and dragging over them).
4. If **File Explorer** isn't already open, click the yellow folder on the taskbar.
5. Click **This PC**, then locate and select your external storage device.
6. Drag the files from the desktop folder to your external storage device. A file transfer progress bar will show the status of the transfer; see Figure 13.
7. Once complete, the files should appear in the external storage device.
8. After all files have transferred, right-click on your desktop folder and select **Delete**.

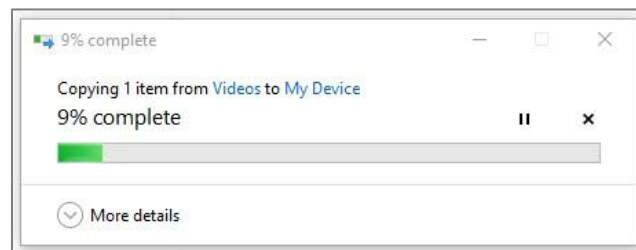


Figure 13: File transfer progress bar.

OPTION B: Upload to a cloud storage service (e.g. Dropbox or Google Drive)

1. Use a browser on the Memory Lab computer to access the internet.
2. Log in to your web-based email or cloud storage service to upload your documents.
3. After all files have uploaded, right-click on your desktop folder and select **Delete**.

Before You Leave:

- **Confirm your files are saved to your personal storage.**
Files are deleted daily from the Memory Lab computer!
- **Collect your original media from the Memory Lab equipment.**