

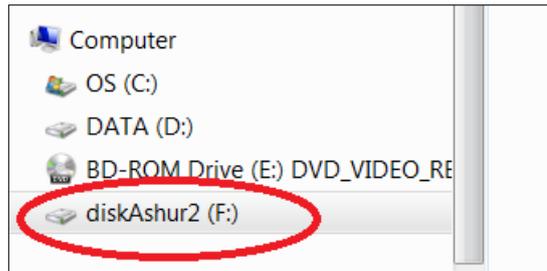
## Ripping session DVDs using Handbrake

**TEL November 2018**

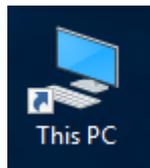
Handbrake is used to rip the video files from your session DVD and transfer them to your DiskAshur encrypted hard drive.

Please undertake this process slowly and methodically – don't rush as it might take a second or two for each stage to begin. Contact TEL if you run into difficulties or want one of us to talk you through the process on the phone 2291 / 2293.

- 1 Plug in and activate your encrypted drive in the usual way. Make sure it has been registered by the PC.



**NOTE:** To view your computer's files and folders double click the 'This PC' icon on your desktop



- 2 Insert your DVD in the tray of the PC. This may boot up the DVD player automatically. If so, close this player.



- 3 Open Handbrake by clicking on the desktop icon or locating it through the Start menu.



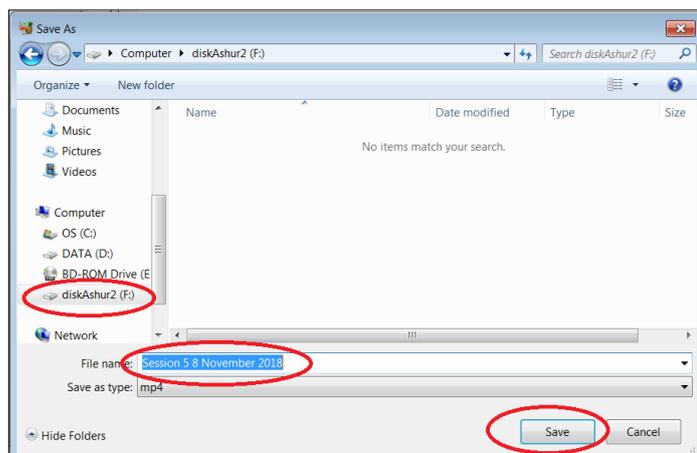
- 4 In Handbrake, select the option for the DVD tray. If you don't see this option, click the **Open Source** tab



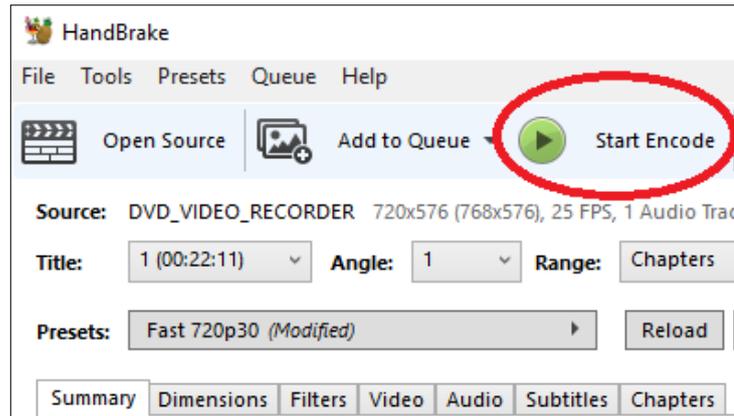
- 5 Once Handbrake has finished scanning your source DVD, click the **Browse** button



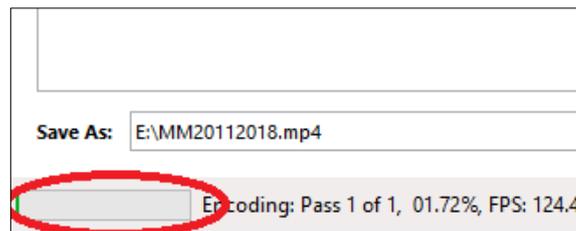
- 6 Navigate to your encrypted drive, choose a suitable filename and click **Save**



- 7 Click **Start Encode** to begin the ripping process



- 8 Monitor the progress of your rip using the progress bar at the bottom of Handbrake. Each rip is likely to take 20-25 minutes.



- 9 Once completed, navigate to your encrypted hard drive and find the new video file. Open the file to ensure it all plays correctly. If you're happy, eject your DVD and safely remove your encrypted drive. Make sure your DVD is stored securely.

## Key points

1. Make sure you are ripping directly to the encrypted hard drive. Don't leave local copies of the session on the PC.
2. Do not transfer the video material from the encrypted hard drive to any other device or laptop. It must remain on the drive.
3. If you accidentally record your session to the HDD of the Panasonic DVD writer, please ensure this local HDD copy is deleted once you've transferred it to DVD.
4. Do not leave your PIN on a post-it note with your encrypted drive.
5. DVDs must not leave the building. If for some reason you are unable to complete the ripped transfer on the day, please leave the DVD with your tutor until you have another opportunity.
6. If you misplace or lose your encrypted hard drive, contact TEL immediately at: [telsupport@tavi-port.nhs.uk](mailto:telsupport@tavi-port.nhs.uk); 0208 938 2291 / 2293.