# A Guide for Digital Conversion
# Cassette Tapes

## (1) Power On *USB Cassette Player Recorder*

- On Recorder, press the power button, located on the lower left-hand side of the deck.

- When the button is pushed in and the display is illuminated, this confirms that the deck is now powered on.



## (2) Look Inside *USB Cassette Player Recorder*

- Look inside to make sure there is not a tape in the machine.

- **To Eject:** Press and hold the **STOP/EJECT** button on the *USB Cassette Player Recorder*. This will automatically open the deck.

- If there is a tape inside, take it out and give it to a staff member.

## 3 Load Your Cassette into the LEFT-SIDE of the *USB Cassette Player Recorder*

Compact cassettes usually come with two sides: "Side 1 and 2" or "Side A and B". Starting with preferred side (eg. Side 1 or A), make sure it is facing you and insert your cassette tape with magnetic tape side, facing down, into the deck, and close deck.
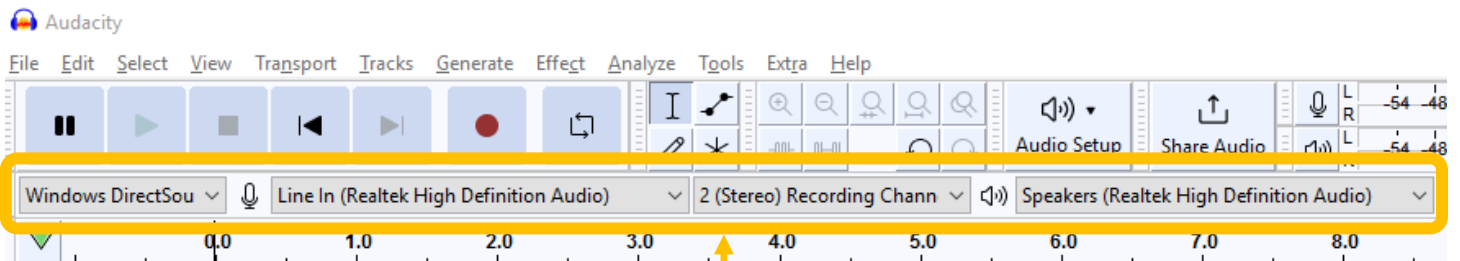


## 4 Launch App - *'Audacity'*

On Windows computer desktop, double-click the **Audacity** icon to launch the app.

## 5  Check Your Settings in *Audacity*

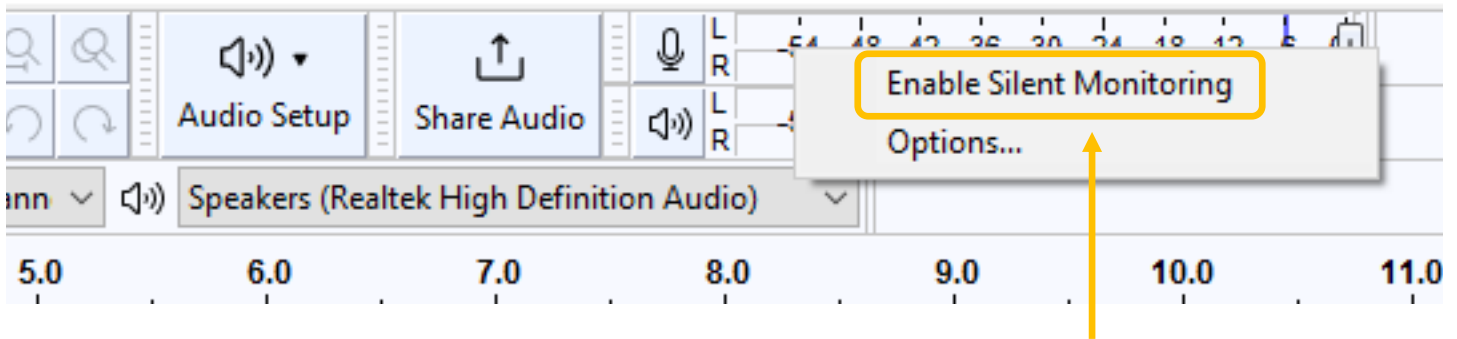Audacity will open up a new file.



The settings should be as follows:

- **Audio Host:** Windows DirectSound
- **Recording Device:** Line In (Realtek High Definition Audio)
- **Recording Channels:** 2 (Stereo)
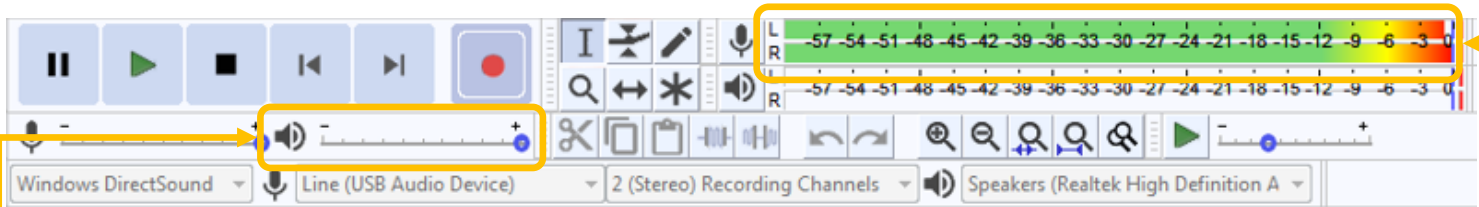- **Playback Device:** Speakers (Realtek High Definition Audio)

## (6) Check Your Recording Levels in *Audacity*

Make sure your tape is at the beginning by pressing the **REWIND** button. Once the rewinding stops, check your levels.



- Right Click the top audio monitoring bar and click **'Enable Silent Monitoring'** at top of the *Audacity* window.



- In *Audacity*, you should see green bars moving across the numbers as your record is playing.
- The green bars should be in the range between "-15" and "-3". Adjust the recording volume, if necessary.

- To adjust recording volume, move the slider next to the microphone icon toward the minus sign (softer) or the plus sign (louder), as shown below:
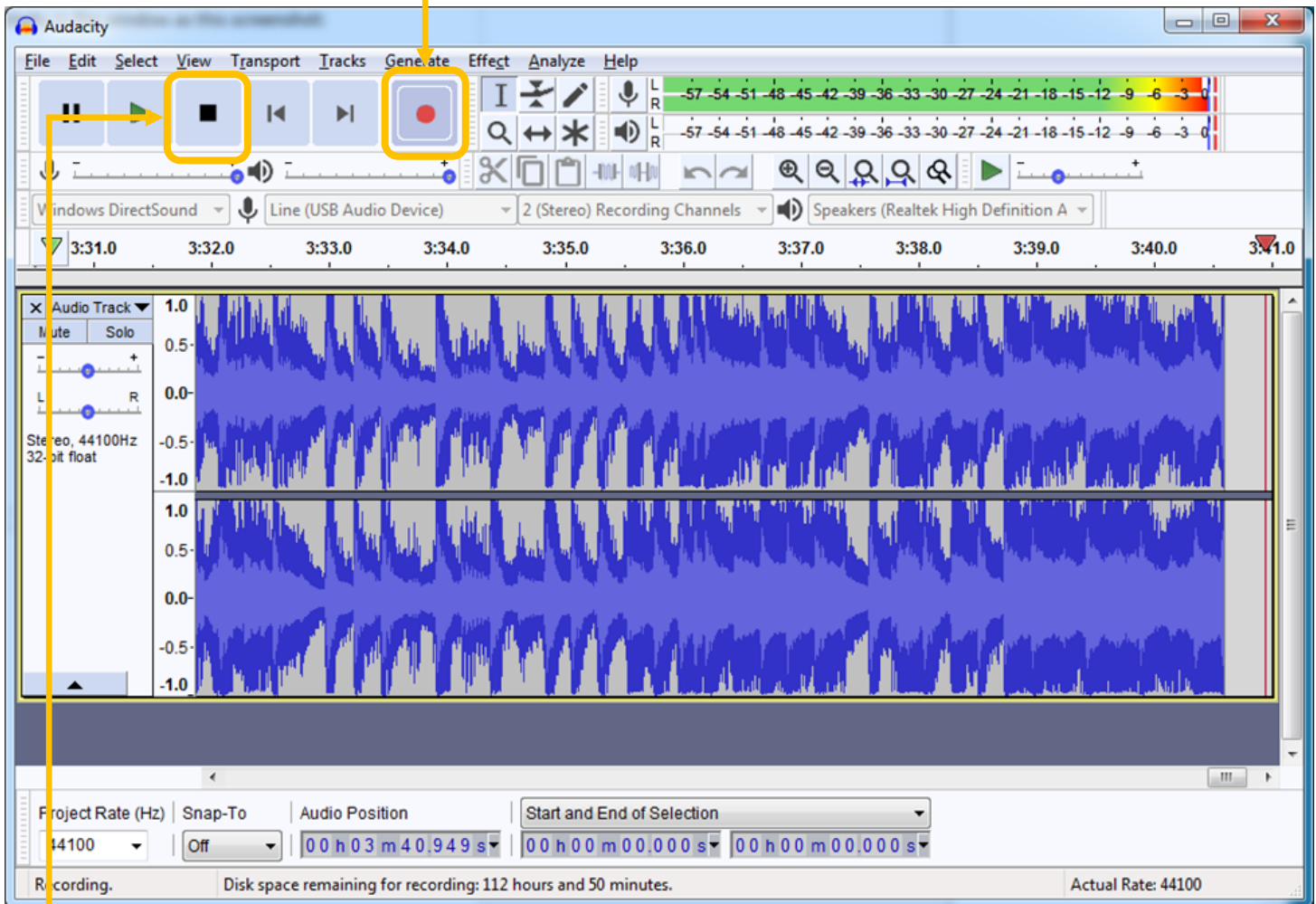
# **(7) Capturing Your Audio (Record)**

- Once you are happy with your levels, rewind the tape to the beginning. Press **RECORD** on *Audacity* first, then press **PLAY** on the *USB Cassette Player Recorder* to ensure that all audio is captured.

  As the audio records, you should see similar activity in the window as this screenshot:



- When you are done recording (follow order):
  1) Press **STOP** on the *USB Cassette Player Recorder*
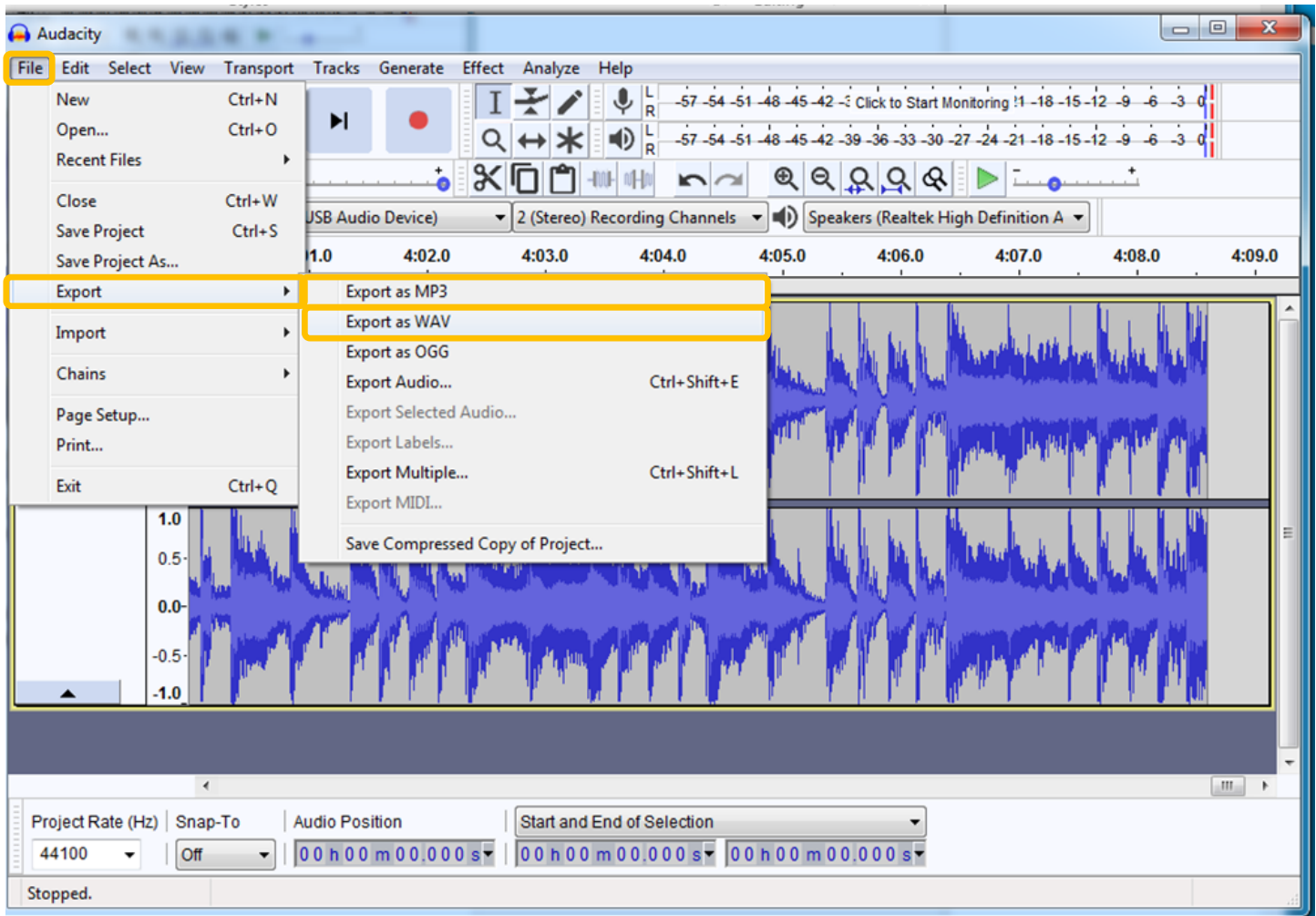  2) Press **STOP** on *Audacity*

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## ⑧ Exporting Your Audio File

Save Your File onto your USB (External Drive) – When you are done recording, connect your USB drive to the computer.

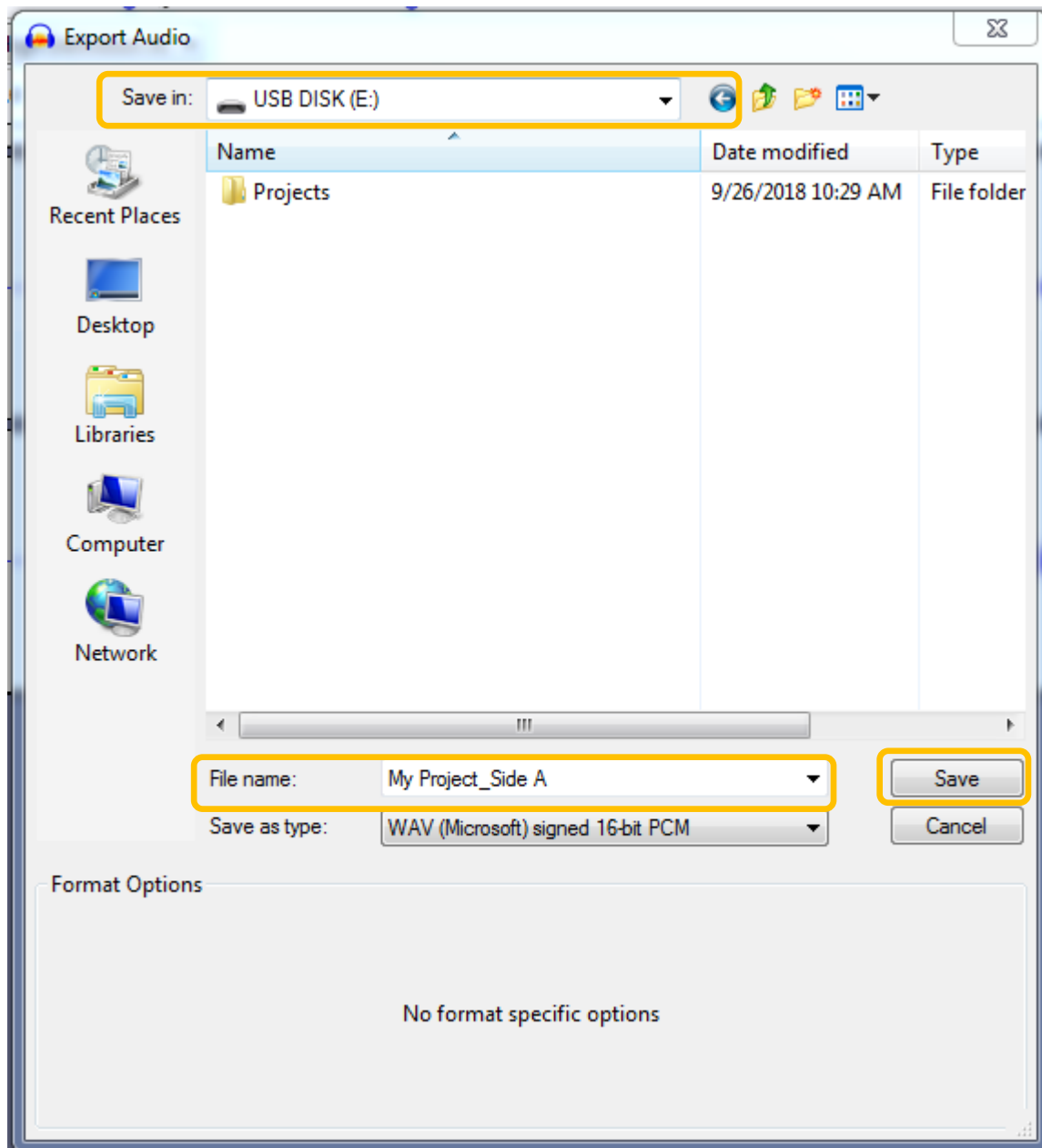Go to **File > Export > Export as WAV** in the *Audacity* menu; OR

Go to **File > Export > Export as MP3** (if preferred).
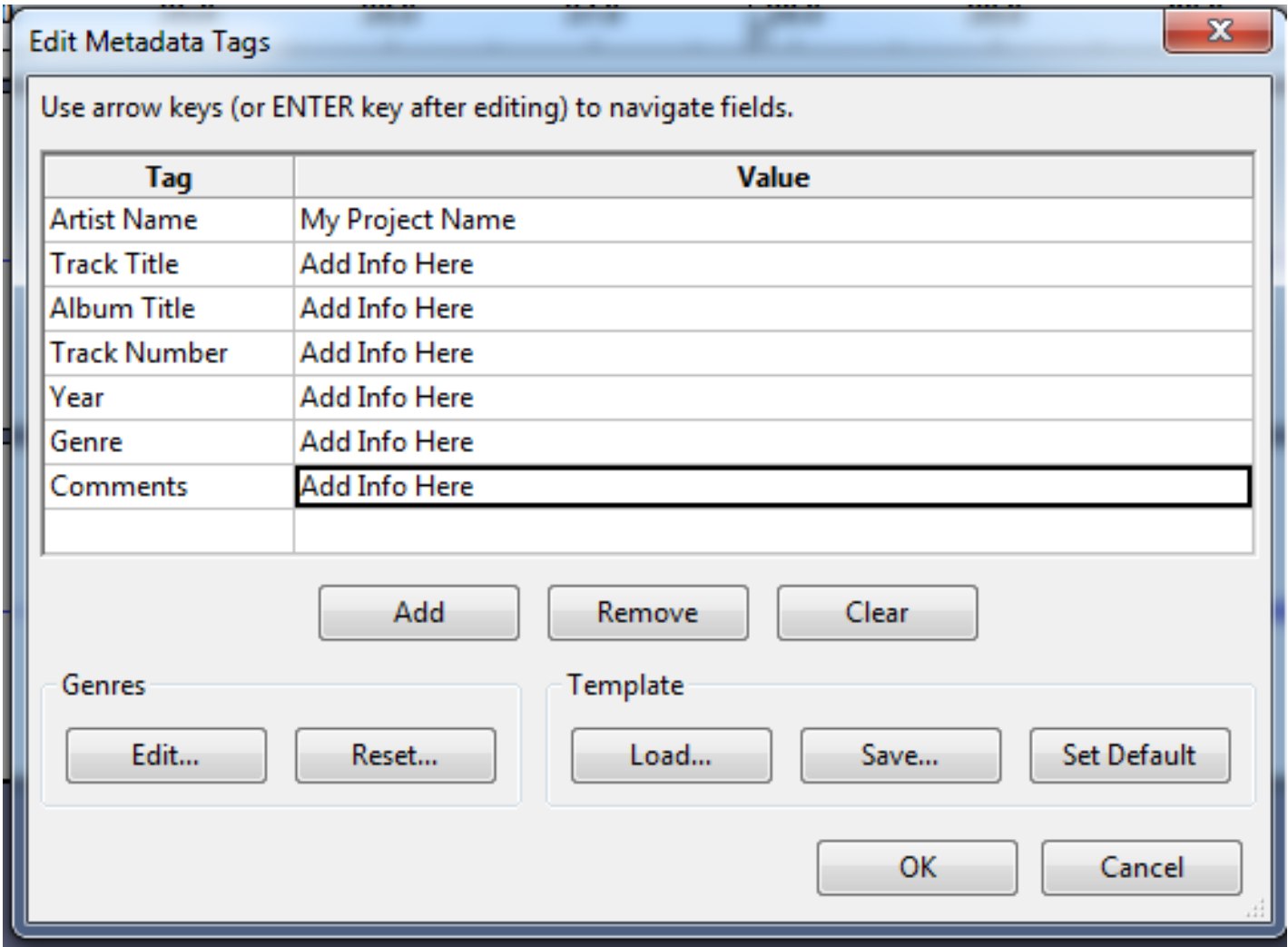
## 9   Name and Save Your Audio File

Give the file a name that is consistent and obvious and save it to your USB device.
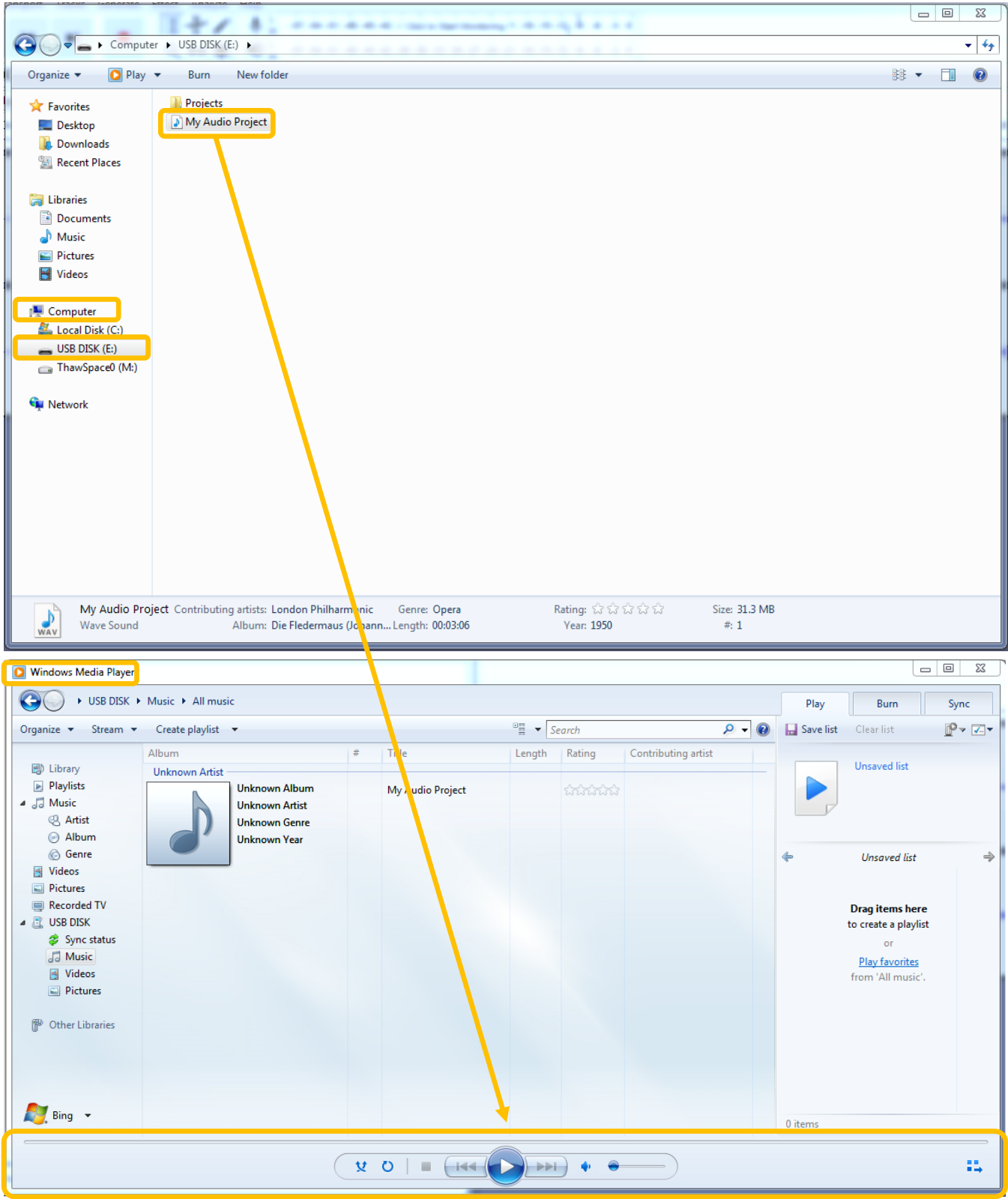
## 10  Describe Your File

When you save the file, a window will appear for you to enter metadata (description info) about the file. Enter any and all applicable information.



Edit Metadata Tags

Use arrow keys (or ENTER key after editing) to navigate fields.

| Tag | Value |
| --- | --- |
| Artist Name | My Project Name |
| Track Title | Add Info Here |
| Album Title | Add Info Here |
| Track Number | Add Info Here |
| Year | Add Info Here |
| Genre | Add Info Here |
| Comments | Add Info Here |

Add     Remove     Clear

Genres
Edit...     Reset...

Template
Load...     Save...     Set Default

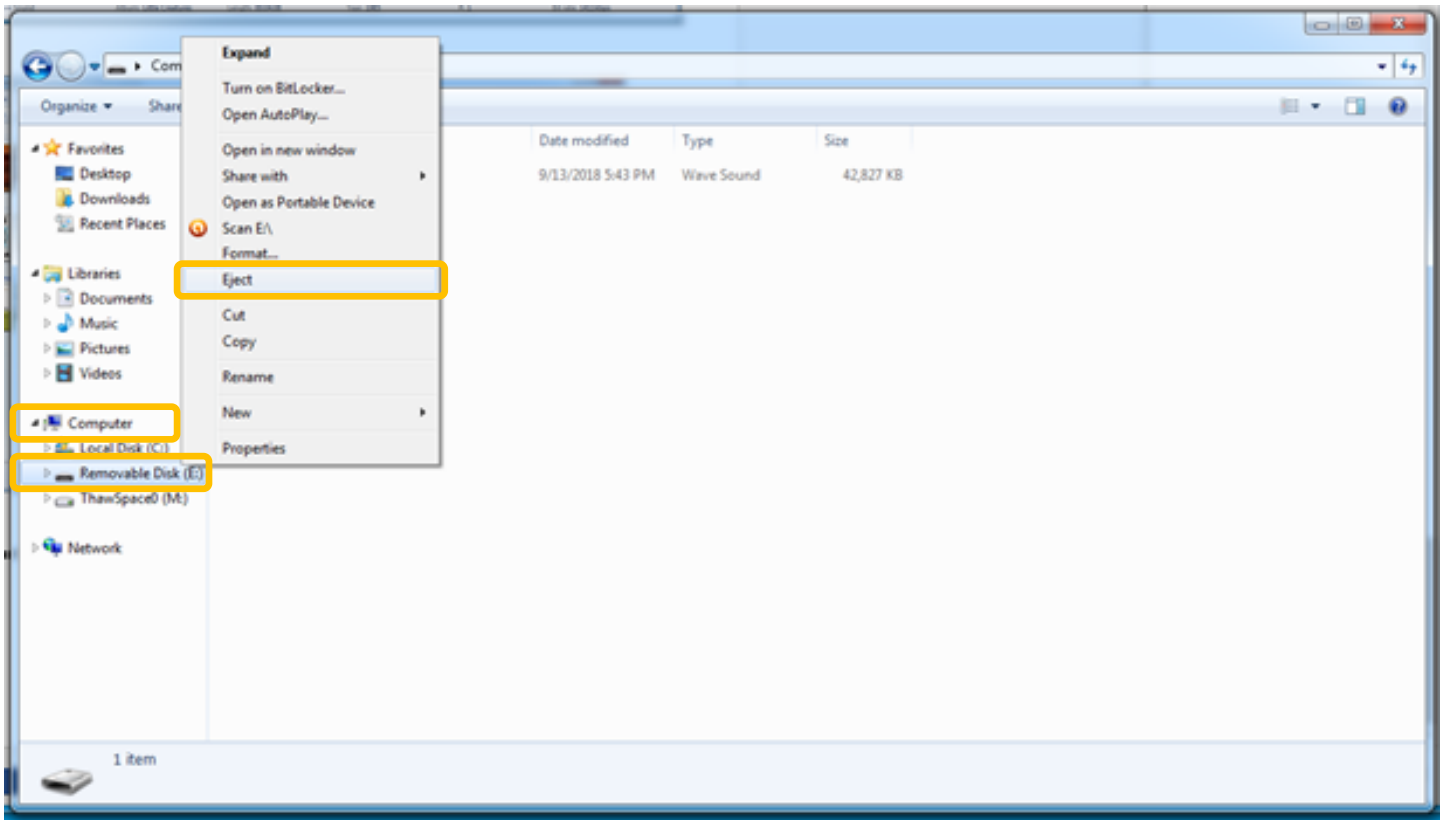OK     Cancel

# (11) Check Your File

In order to test your audio file, open your USB device and double click the file to launch Windows Media Player.

## 12  Eject Your USB

Once you are finished, right-click your USB device and select "EJECT" in order to safely remove the device.



## 13  Done!

**You are done!** Exit Audacity, remove your cassette from the deck, and turn off the power.

**Don't forget!**

**Remember to take your external device, as well, as any personal belongings with you. (e.g. Tapes)** .

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# FAQ:

## How much time will this take?

- 1 hour of audio = 1.25 hours to fully digitize. Capture happens in real time, and then the file must be encoded, described, and saved to ensure it will last.

- We recommend digitizing no more than 1 hour of audio in a lab session.

## How much storage space will I need?

- 1 hour of audio = 620 MB when saved with our instructions.