# A Guide for Digital Conversion **Cassette Tapes**





## 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.





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





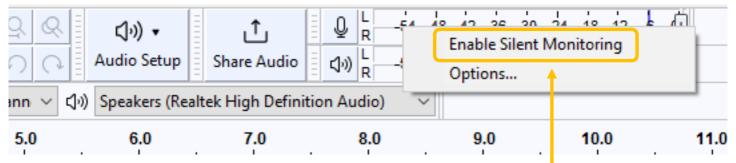
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- Audio Host: Windows DirectSound
- Recording Device: Line In (Realtek High Definition Audio)
- Recording Channels: 2 (Stereo)
- Playback Device: Speakers (Realtek High Definition Audio)

#### Check Your Recording Levels in Audacity

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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.

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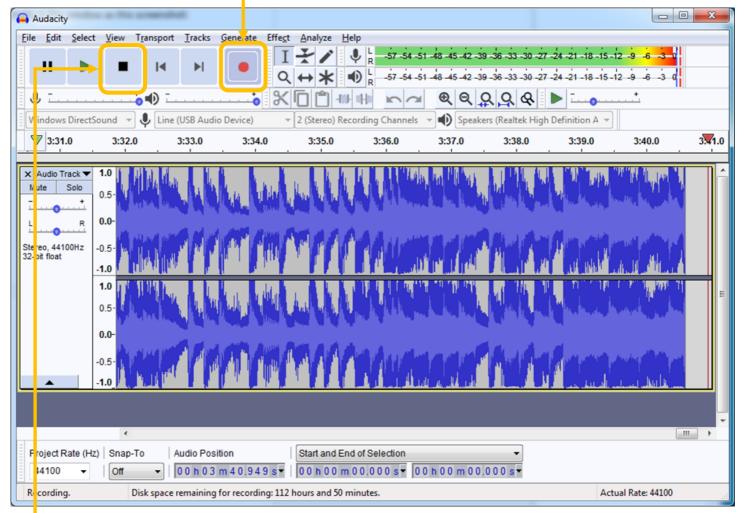
- In *Audacity*, you should see green bars moving across the numbers as your record is playing.
- The green bars should be in the range between "-15" and "-3". Adjust the recording volume, if necessary.
- To adjust recording volume, move the slider next to the microphone icon toward the minus sign (softer) or the plus sign (louder), as shown below:



#### **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*



#### **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).

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#### Name and Save Your Audio File

Give the file a name that is consistent and obvious and save it to your USB device.

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#### **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.

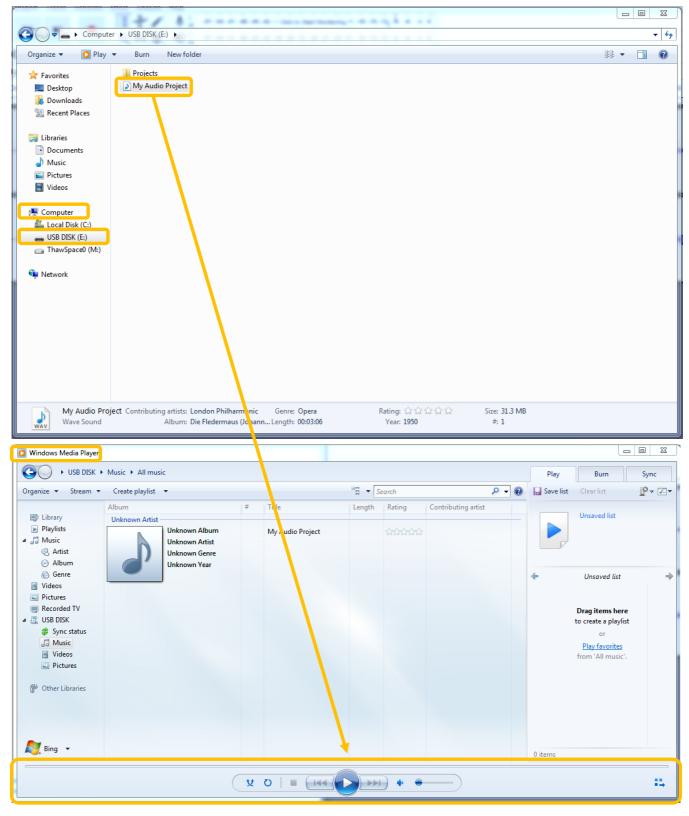
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#### **Check Your File**

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





#### **Eject Your USB**

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

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#### Done!

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



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

### 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.