

Analog Cassette to Digital Audio



or



#1 Prepare the software and hardware

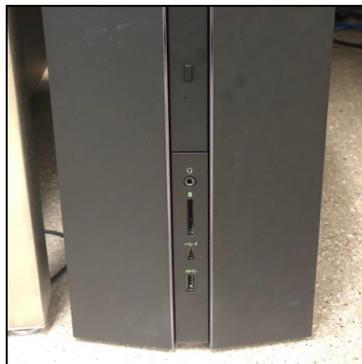
1. On the computer desktop, open the folder called "Audio Digitization" and click the **Audacity** icon to launch the software. Audacity is the software you will use to convert your cassette to a digital file.



2. Insert your audio cassette into the **ION Tape2PC** Cassette deck.



3. Insert your USB drive or other external storage device into the computer's USB port.

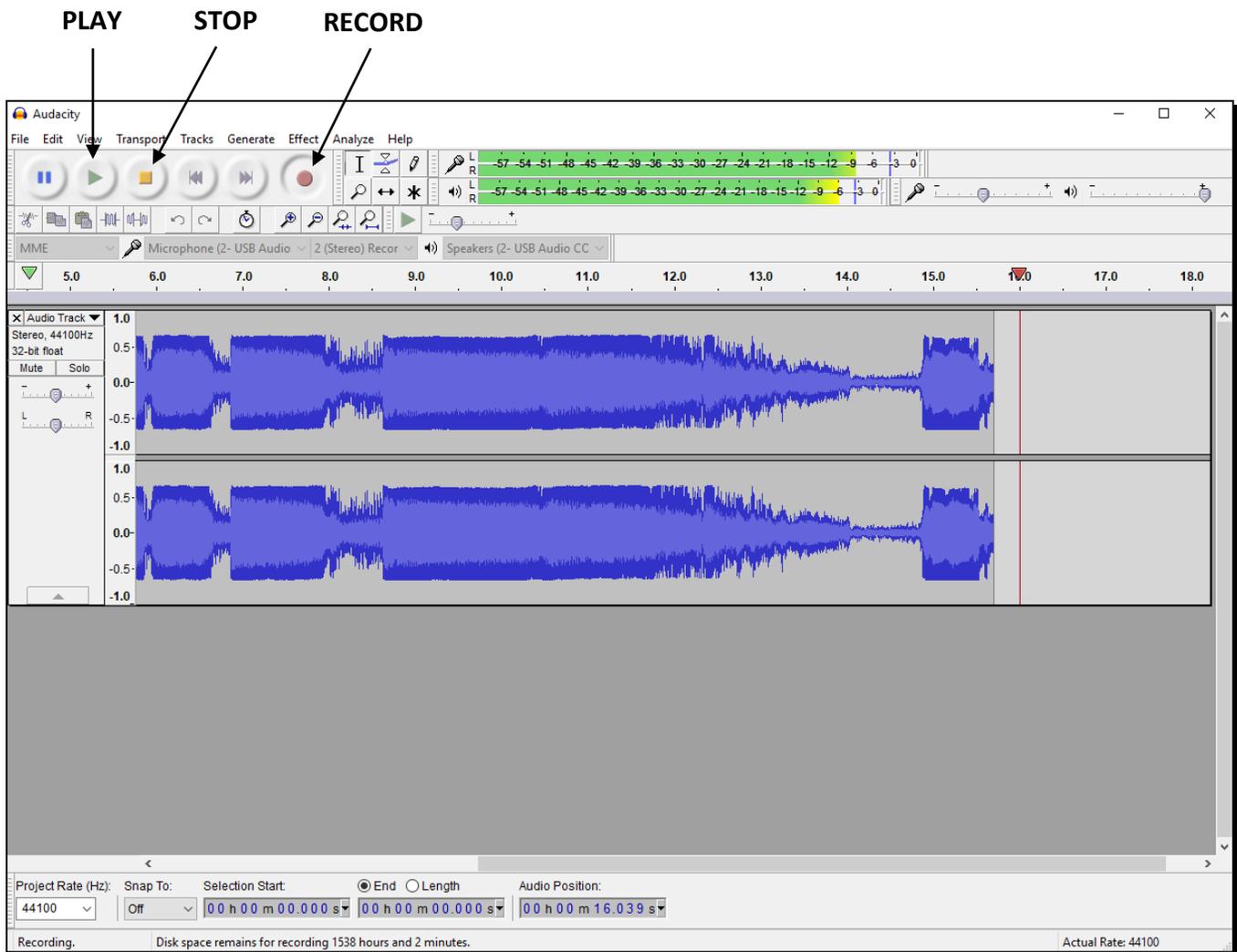


#2

Recording

Note: Recording takes place in real time. A 30-minute tape will take 30 minutes to record.

1. Use the **FAST FORWARD** or **REWIND** buttons on the cassette deck to find the point on your tape you would like to record and convert. You can listen using the provided headphones.
2. When you are ready, click on the Audacity **RECORD** button [●] and manually press **PLAY** on the cassette deck. The audio will begin to record. **Note:** each time you stop the recording in Audacity, it will save as an individual track. When you select **RECORD** button [●] again, it will start saving it as a separate track. A long single recording can later be split into single tracks, but not the reverse.

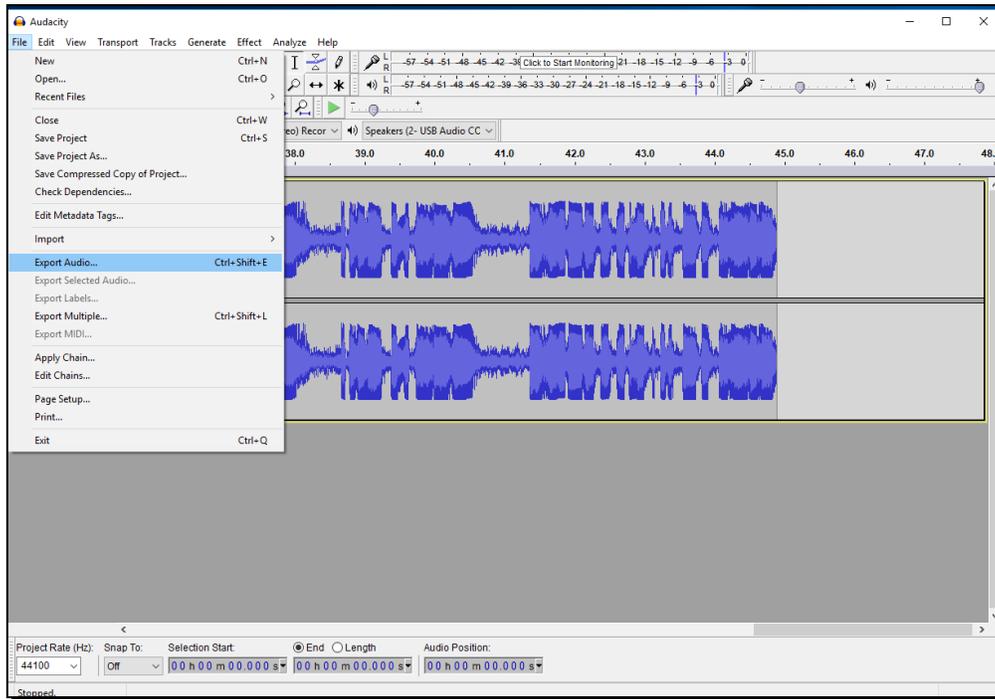


3. To **STOP RECORDING**, manually press **STOP** or **PAUSE** on the audio cassette deck. The recording on Audacity will stop.
4. To review your audio file, press the Audacity **PLAY** button.

#3

Saving

1. When you are finished and ready to save your new audio file, click on **FILE**, and then **EXPORT AUDIO**.



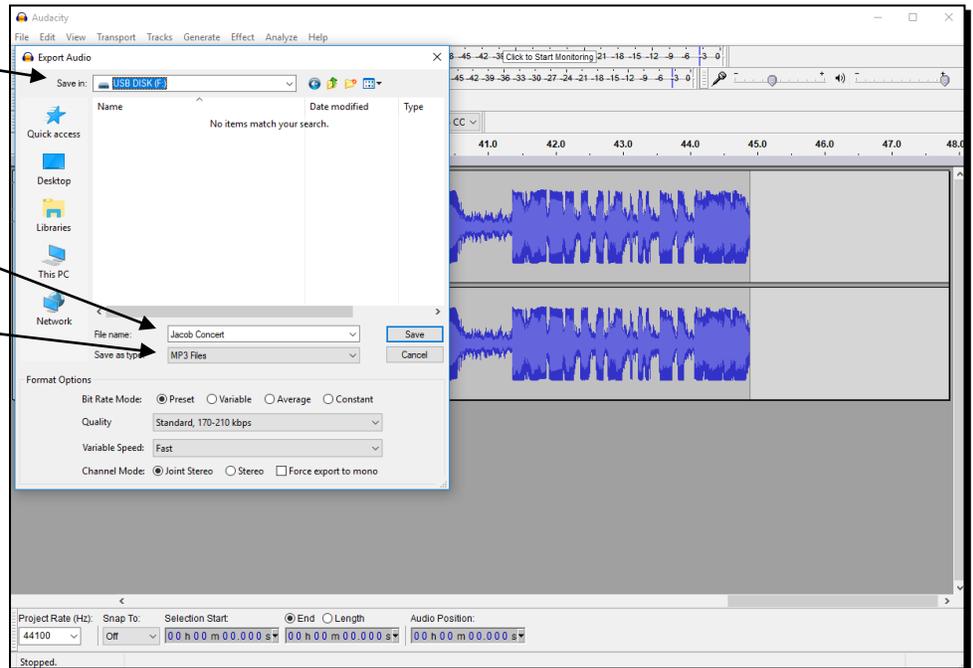
2. You will then see a window similar to this:

Choose where to save your file.
(Navigate to your USB drive.)

Give your file a name.

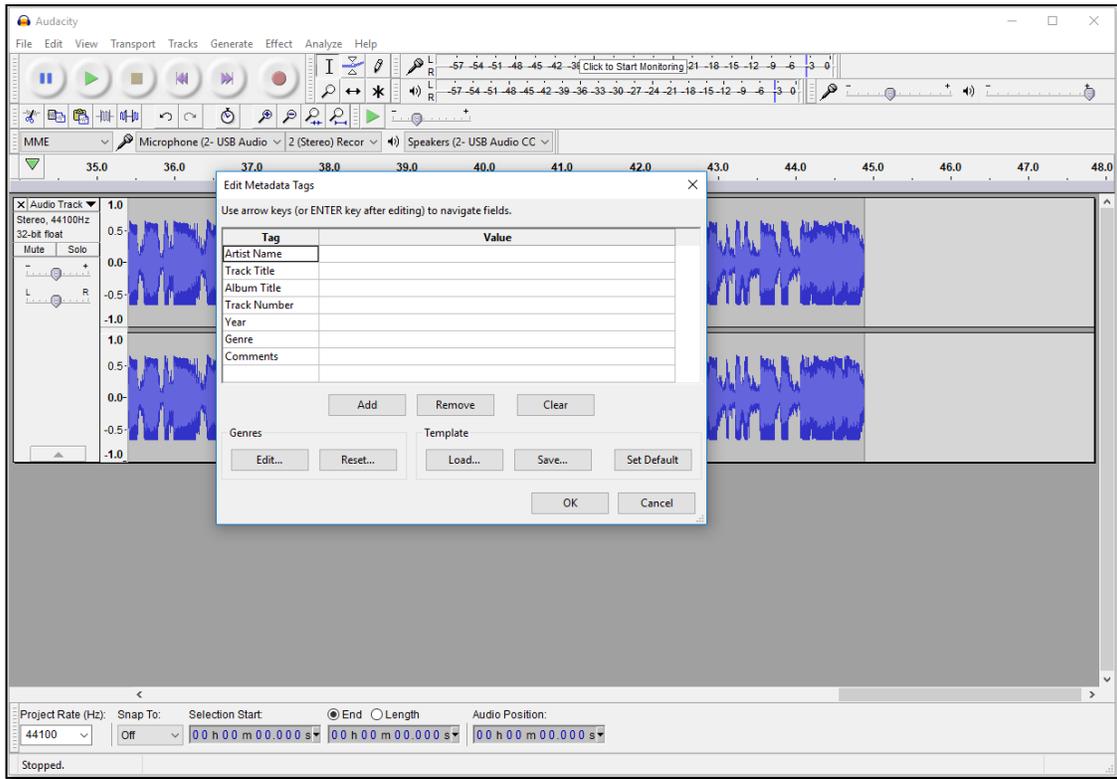
Choose your format.

Both .wav and .mp3 will play on most computers. .wav files are significantly larger and non-lossy. MP3 files are more universal but are smaller files, and 'lossy'—each time you work with them, they lose quality. If you have enough room on your thumb drive, save in both formats.



3. Click **SAVE**.

- Once you click **SAVE**, a metadata dialog box will pop up. You can enter extra information about your audio track on this menu. Finally, click **OK** to save your recording and the metadata (information about the recording) to your USB drive.



This next step is OPTIONAL and only necessary if you want to create an audio CD that could be played in a car or home stereo system.

#4

Burning Your File(s) to an Audio CD

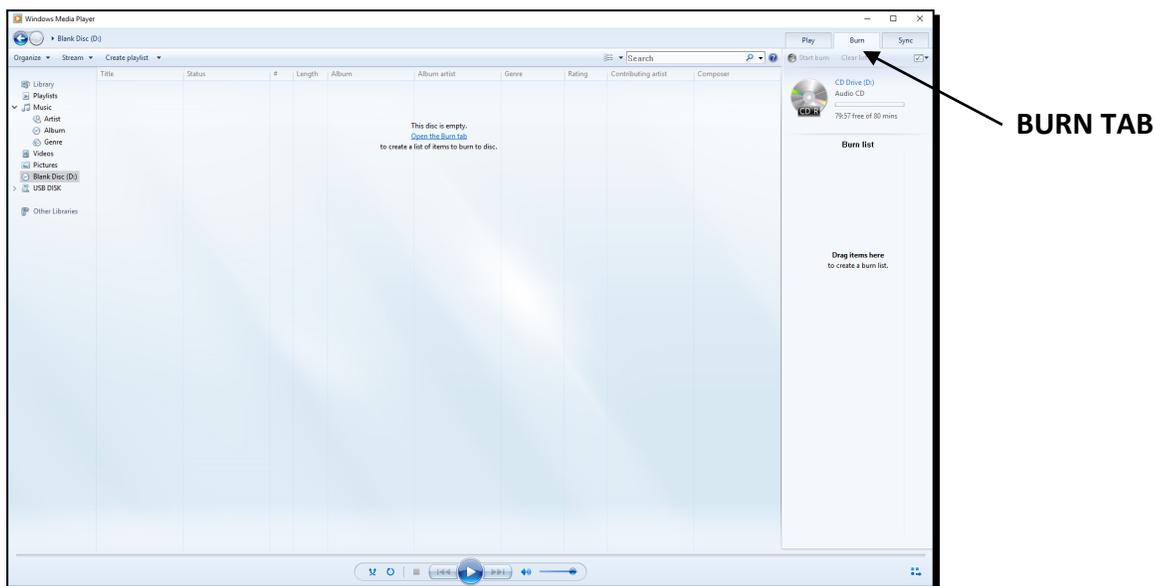
- On the computer desktop, click the **Windows Media Player** icon to launch the software.



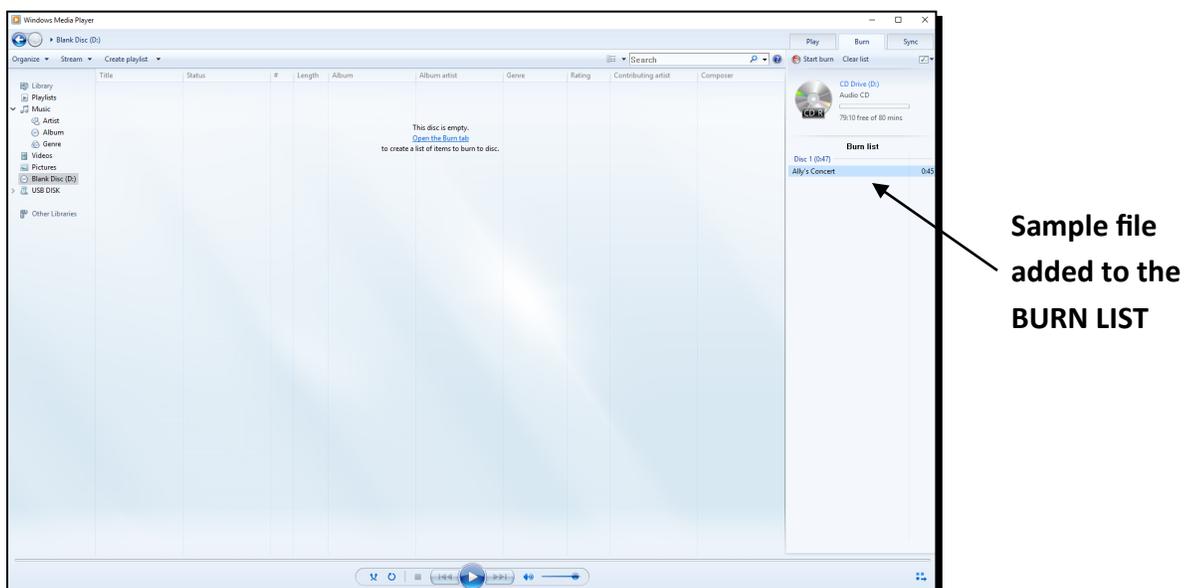
2. Insert a blank CD-R audio CD into the computer CD tray. If you don't have a CD, they can be purchased from the library for \$.50



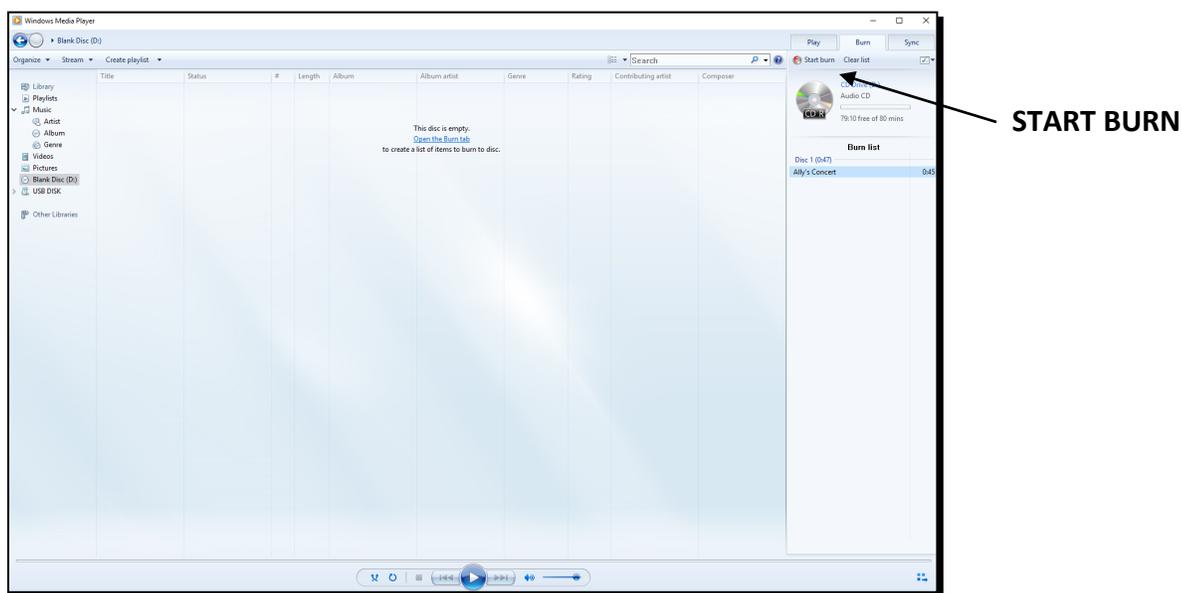
3. In Windows Media Player, click the **BURN** tab on the far right.



4. Navigate to the file(s) you want to burn to the disc. It should be on your USB drive. Click and drag and drop that file into the BURN LIST window.



5. Once all the files you wish to burn to the disc are in the BURN LIST, click **START BURN**. Depending on how large your file is, the burning process can take from a minute or two to 20 minutes.



Once your CD is complete, don't forget to remove your disc and safely eject your USB drive.

#5

Last Steps

1. Retrieve your cassette and CD from the computer (*if applicable.*)
2. Make sure the cassette deck is closed.
3. Safely eject your storage device and be sure to collect all your personal belongings.
4. Let a librarian know you have finished.
5. Have a great day.