

# 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 **EZ Vinyl/Tape Converter** icon to launch the software. The ION EZ Vinyl/Tape Converter 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 external USB port behind the monitor.



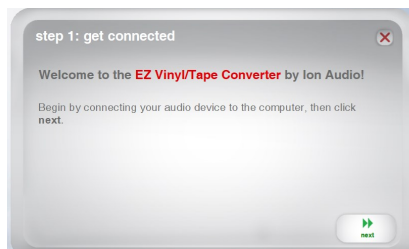
## #2

## 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. Use the **EX Vinyl/Tape Converter** software to record your tape:

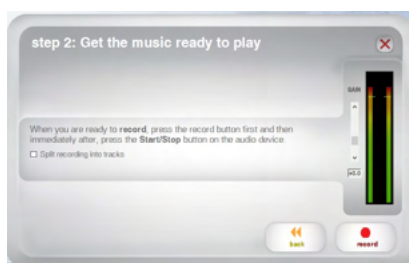
- STEP 1



The Ion Tape Deck is already connected to the computer. Just click



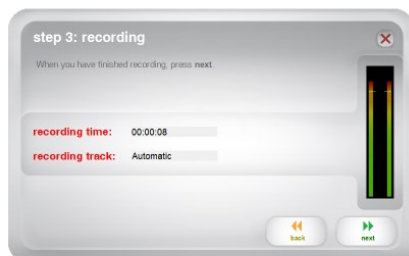
- STEP 2



When ready to record, click the **RECORD** button and immediately press the **PLAY** button on the cassette deck.

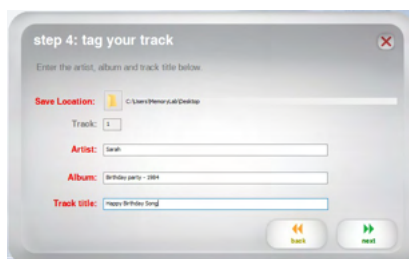
**RECORD**

- STEP 3



Your tape will begin recording. When you are finished recording, click the **NEXT** button, and press the **STOP** button on the cassette deck.

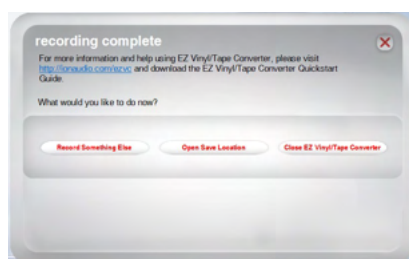
- STEP 4



In this step you will choose where to save your new digital file. In this example, we chose to save to the computer's desktop. You can also choose to save it on your removable storage device (USB drive.)

You can also add additional information if you'd like.

- STEP 5



Your recording/conversion is now complete and has been saved to the location you chose earlier.

You can now begin a new recording, open the folder with your saved file, or quit the software.

## NOTE:

Your new digital file is currently in the *.wav* file format. This file format is lossless and uncompressed—the highest possible quality. While playable on most computers, the files sizes are very large. Files in the more universal *.mp3* format, however, are significantly smaller and still good quality—the kind of format you would use to share online, email, post to social media, etc. The main drawback to the *.mp3* format is that it is 'lossy'—each time you save them, they lose a little quality.

**This next step is OPTIONAL and only necessary if you to intend to convert your new (possible very large) *.wav* file into a more manageable *.mp3* file.**

## #1

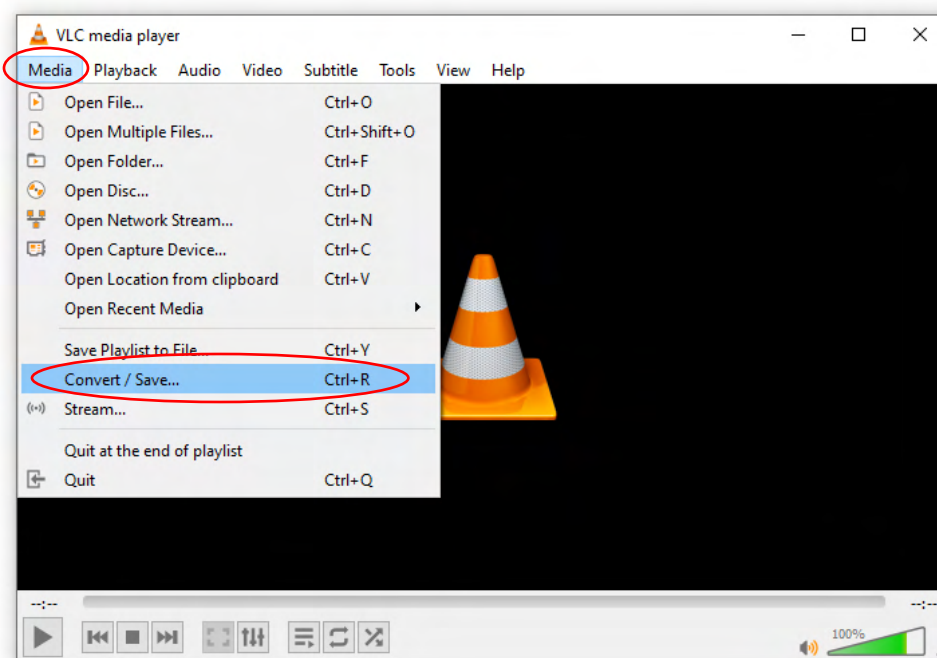
### Convert Your New *.wav* File to *.mp3* Format

1. On the computer desktop, open the folder called “Audio Digitization” and click the **VCL** icon to launch the software. VLC is the software that will convert your *.wav* file to *.mp3*.

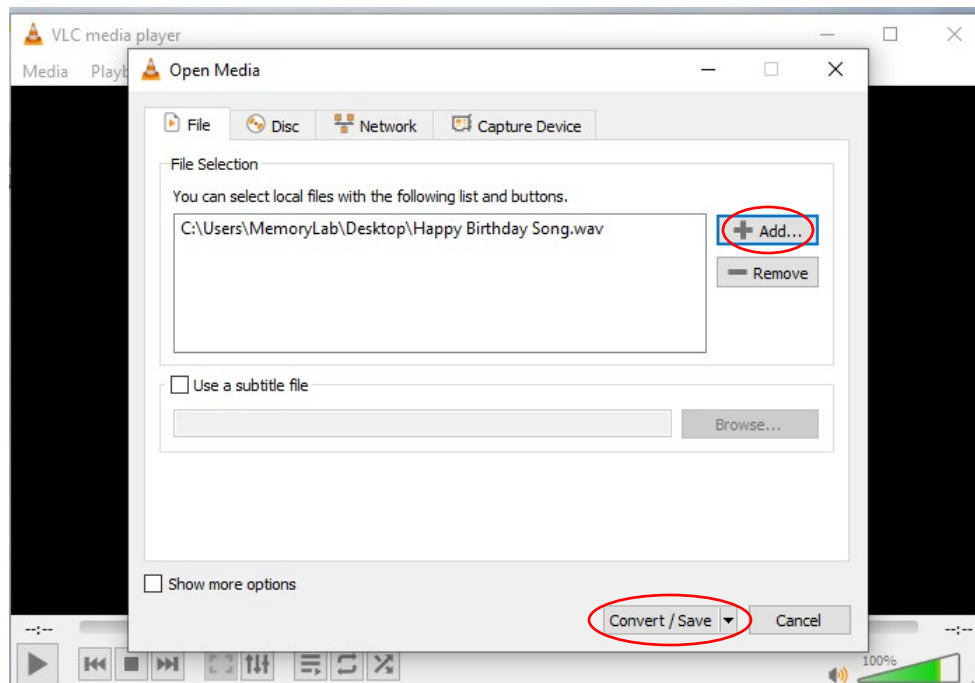


VLC Icon

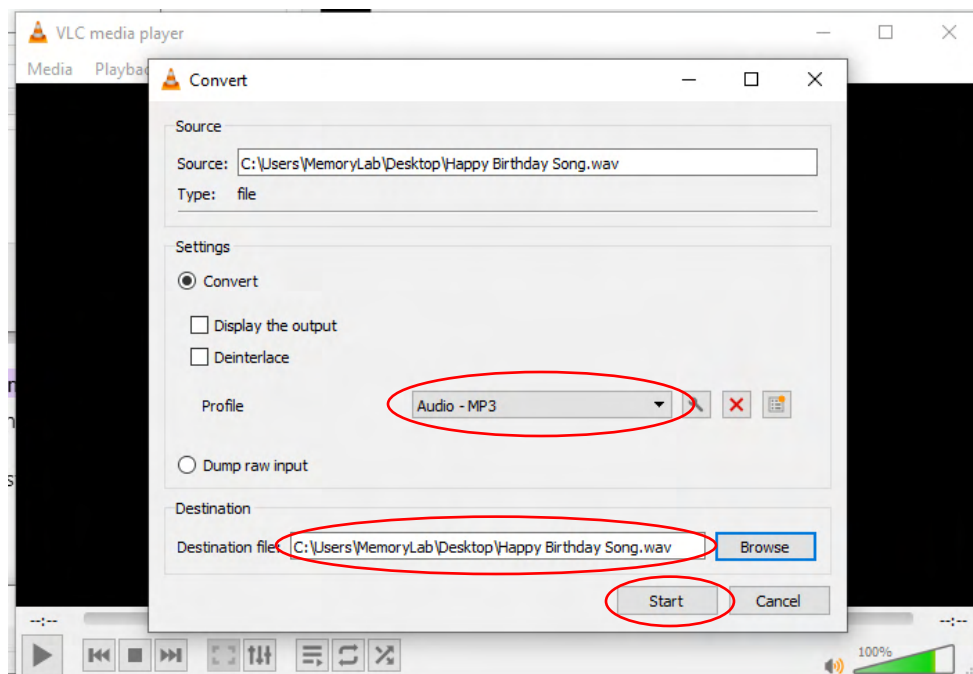
2. From the Main Menu, go to **Media** then **Convert/Save** from the drop-down menu:



- Click on the **Add** button from the dialog window to browse and add the .wav file you created earlier. In this example, it's a .wav file called "Happy Birthday Song" and it was saved to the computer desktop.



- After you have added your file, click on the **Convert/Save** button on the bottom. A new pop-up Settings window will open. Here, under the **Profile** section, select **Audio - MP3** as the desired target format.



- Next**, choose the location to save your converted file under the **Destination** tab. This will likely be your USB drive or the computer desktop. Finally, click the **Start** button to begin the conversion process.
- If all goes according to plan, after a few seconds your original .wav file will have been converted to a new .mp3 file stored at the location you chose (USB drive, desktop, etc.)

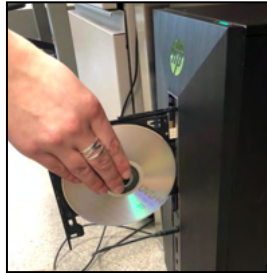
# ***Optional:*** Saving your file(s) to an audio CD

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

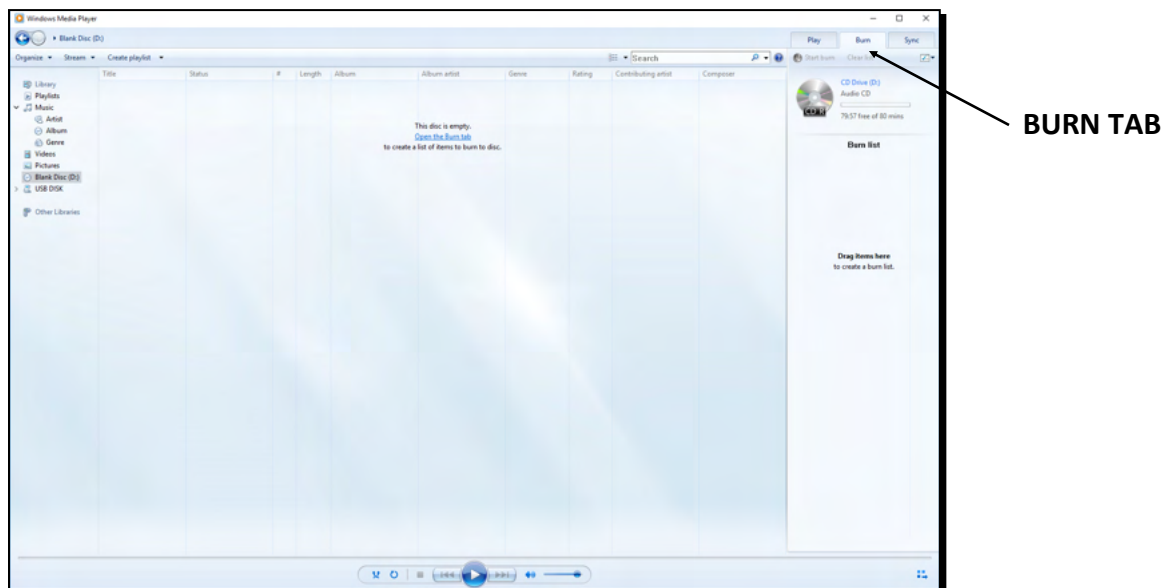
1. On the computer desktop, click the **Windows Media Player** icon to launch the software.



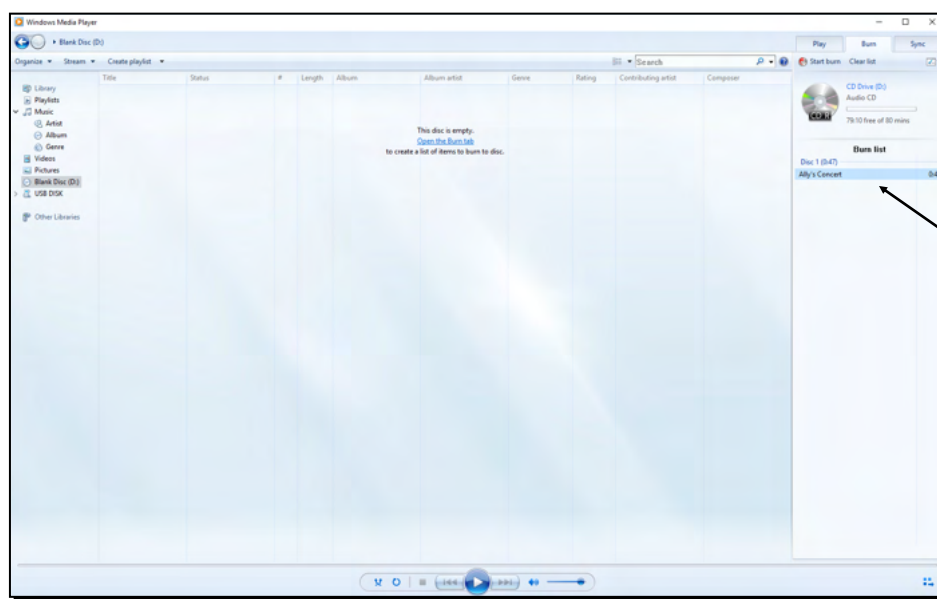
2. Insert a blank CD-R audio CD into the computer CD tray. If you don't have a CD, they can be purchased from the library for \$ .50



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

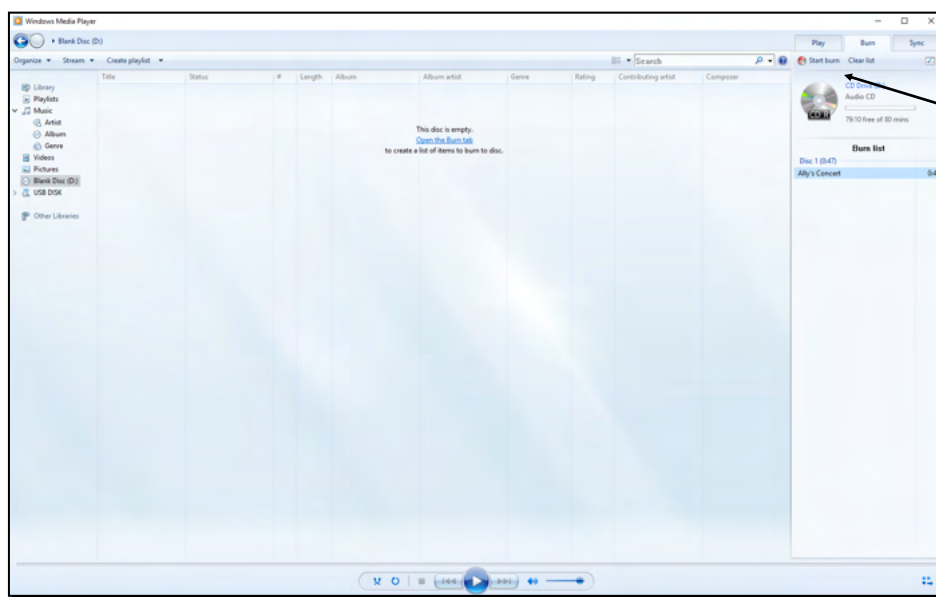


4. Navigate to the file(s) you want to burn to the disc. It should be on your USB drive. Click and drag and drop that file into the BURN LIST window.



Sample file  
added to the  
BURN LIST

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.



START BURN

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