

Audio Cassette Digitization

Converting audio cassettes to digital is done in real time—a 3-hour recording takes 3 hours to convert.

Make sure you have given yourself enough time to convert your audio cassette and copy it to your flash drive. All work MUST be done by 4:45PM.

All files are deleted at the end of the day, and there is no way of retrieving them after deletion.

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Step 1: Getting the equipment ready

What to do with the laptop

- Make sure the laptop is powered on.
- Plug the USB cable labeled “Audio” into the laptop.
- Start the **Audacity** software on the desktop.

What to do with the audio cassette deck

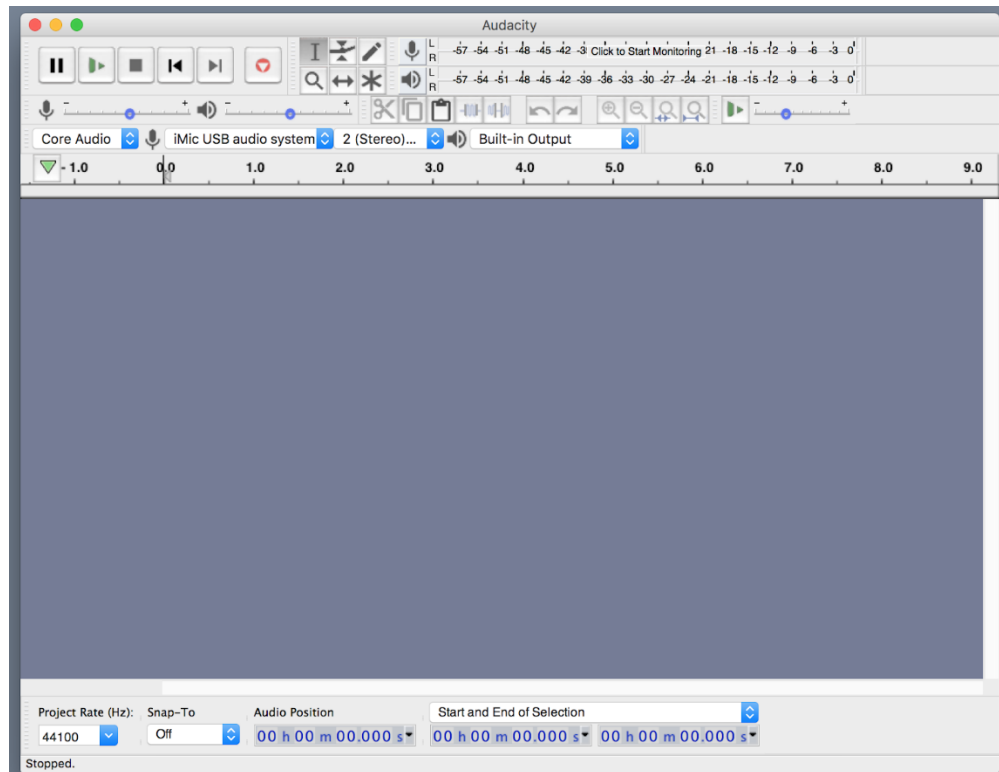
- Make sure the cassette deck is powered on.
- Load your audio cassette into the cassette deck.

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Step 2: Using Audacity



- Audacity will open up to a blank screen and monitors
- Make sure of the following settings:
 - [mic] and [sound] are both set to "Line (usb audio codec)"



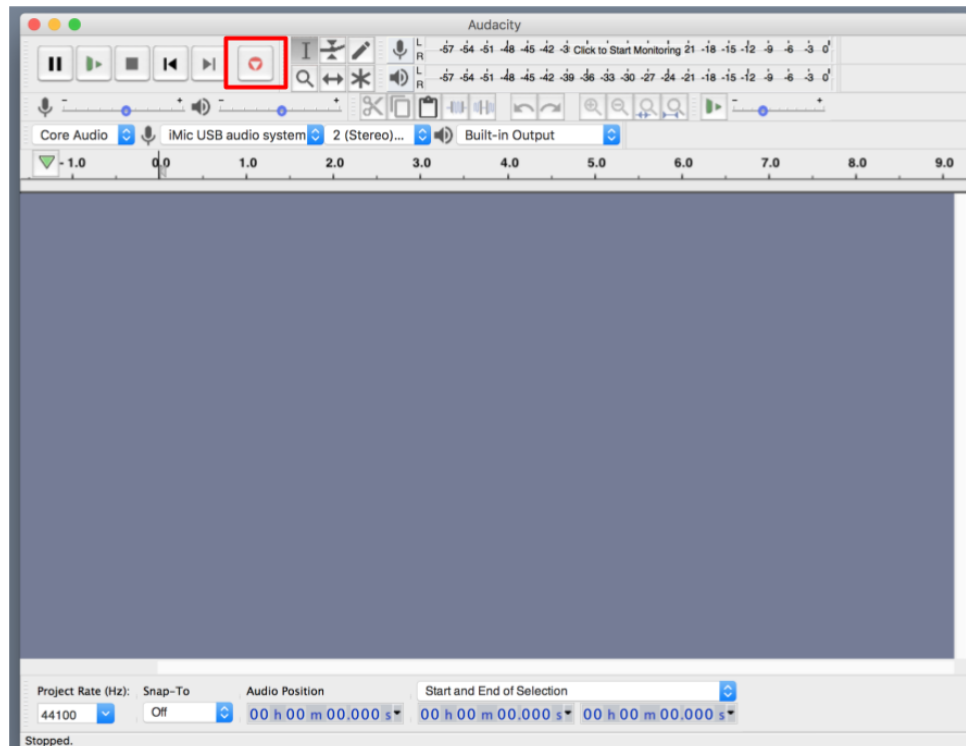
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Step 3: Capture your audio

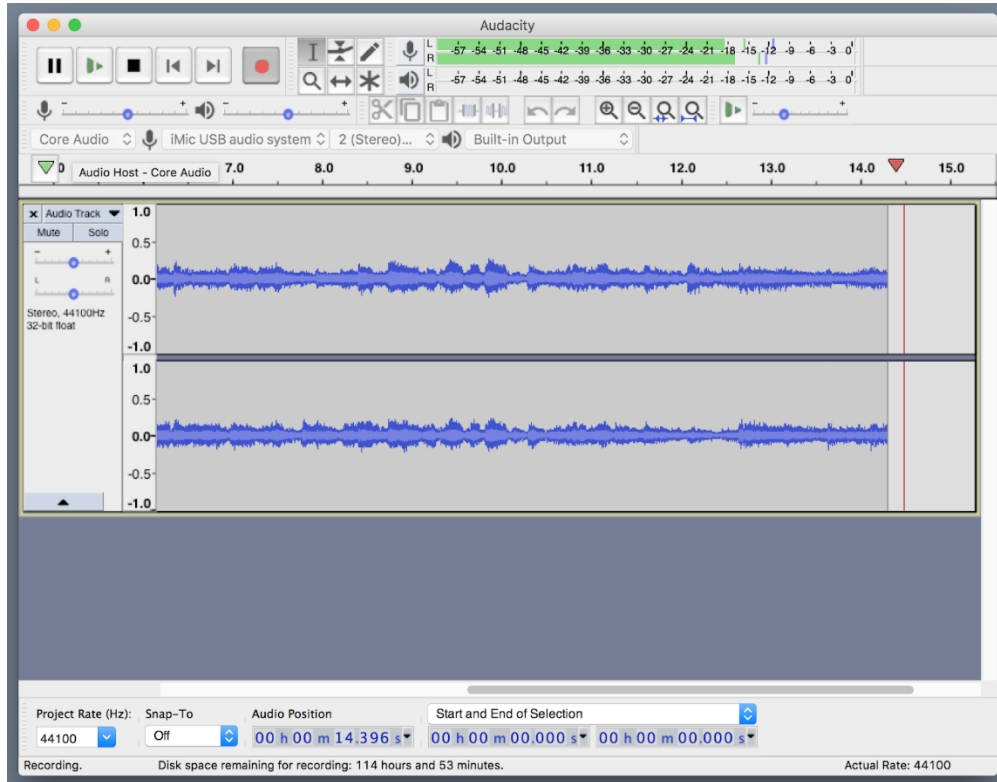
- Be sure that you rewind the tape using the rewind button on the cassette deck.
- Click on the words '**Click to Start Monitoring**' displayed over the numbers at the top of the Audacity window.
- Press **PLAY** on the tape deck. In Audacity, you should see green bars moving across the numbers as your tape is playing.
 - If the bars are generally below the "-15" mark or above the "-3" mark (and showing some red), you will need to adjust the recording volume.
 - 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:



- **Rewind** the tape.
- Press **RECORD** on Audacity first.
- Press **PLAY** on the tape deck.



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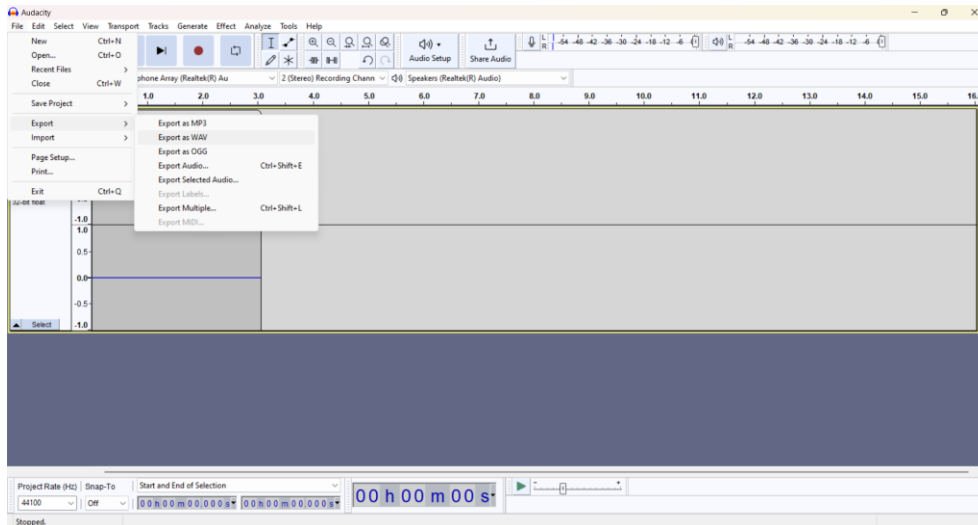


You should see activity in the window like that in the screenshot above.

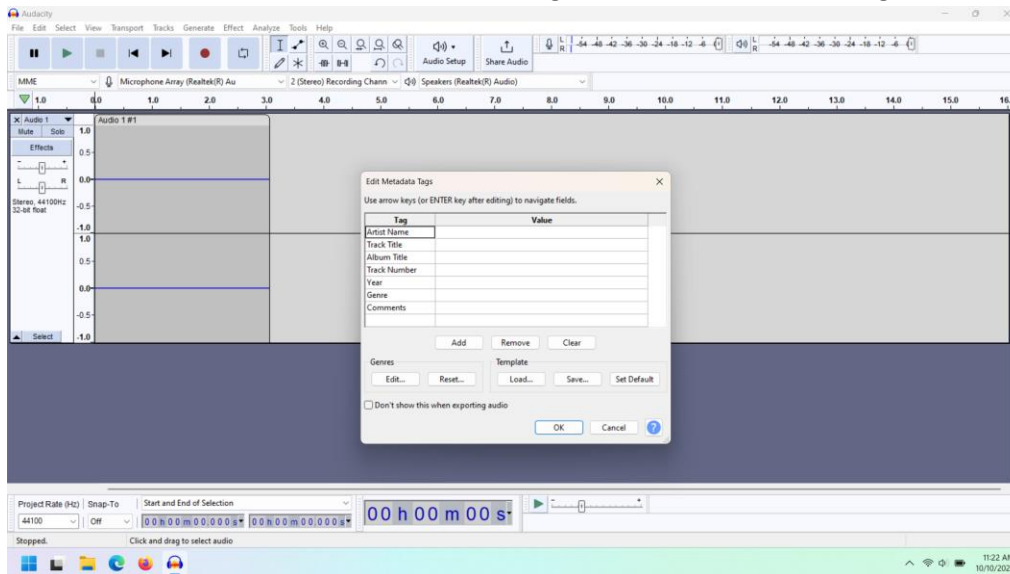
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Step 4: Save Your File onto your USB

- Make sure your flash drive is connected to the computer.
- Go to File > Export > Export as WAV in the Audacity menu.
- Save the file to your flash drive and name it.



- When you save the file, a window will appear for you to enter metadata (description info) about the file. Be sure to include how the file was digitized and who owns the rights to the recording.



When you are finished, **MAKE SURE** all the files you want to keep are backed up to your flash drive. All files are deleted at the end of the day, and there is no way to retrieve them once they're deleted.