

Transferring Audiocassette to Digital Audio

Please note that you **must** bring your own headphones if you want to listen to your audio tapes and transfers.

Step 1. Attach the cassette deck to the computer

Connect the tape deck's USB to the USB port on the computer.


Step 2. Turn on the cassette deck.

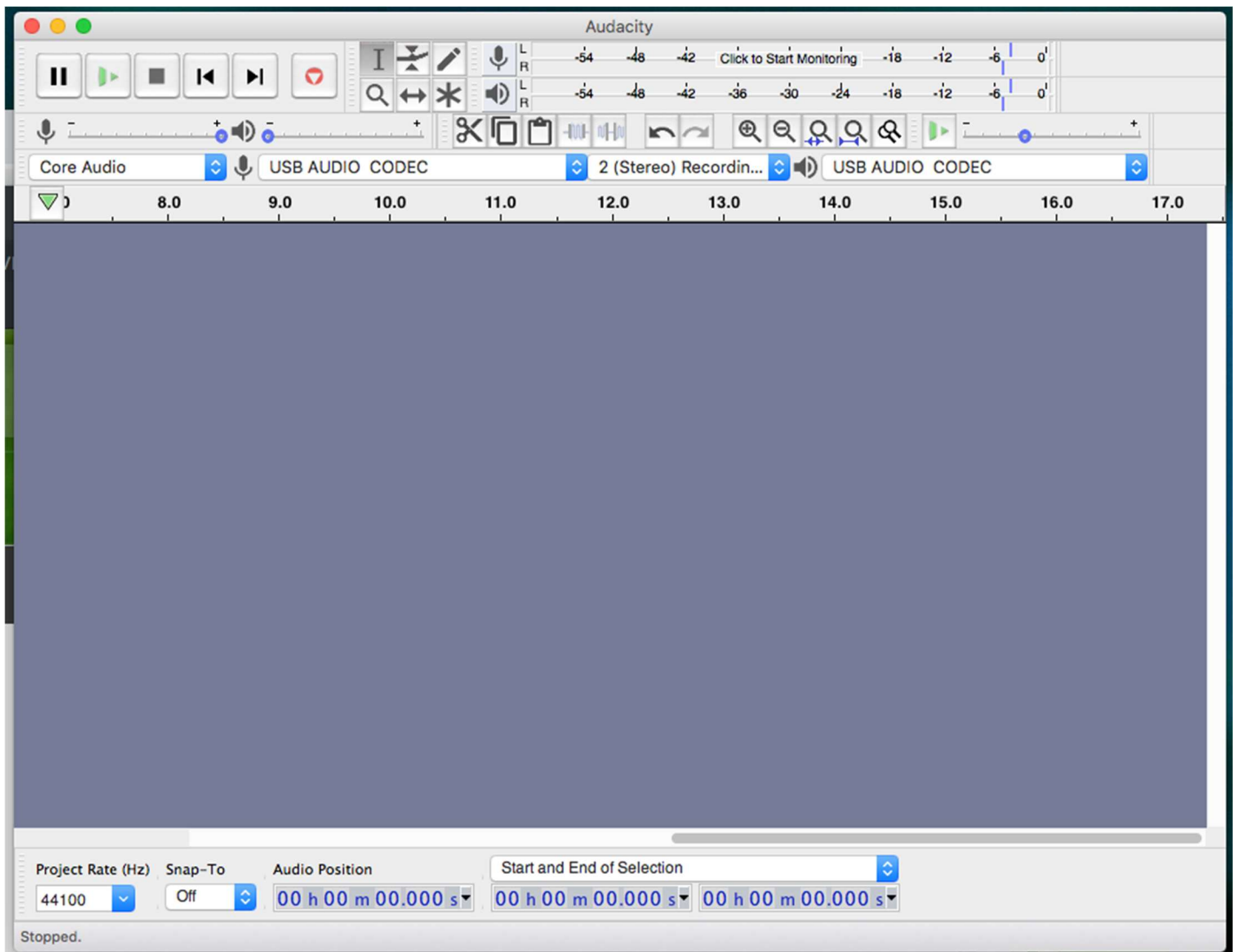
- Make sure that the power cord is connected to a power socket.
- The power button is located on the left-hand side towards the bottom.
- When the button is pushed in, that means that the device is on.

Step 3. Load your cassette tape.


- Press the **EJECT** button to open the cassette deck. You can insert your cassette tape on either the left or right.
- Compact cassettes usually come with two sides: **Side 1** and **Side 2** or **Side A** or **Side B**. Start with **Side 1/Side A** facing you.
- Insert the cassette tape with the magnetic side down.

Step 4. Open Audacity.

- Log into the computer and double click on the Audacity icon. 
- Audacity will open up a blank screen and windows.
- Make sure that the following settings are set as default:
 - [mic] and [sound] are both set to **USB Audio Codec**
 - 2 (Stereo) Recording Channels is selected

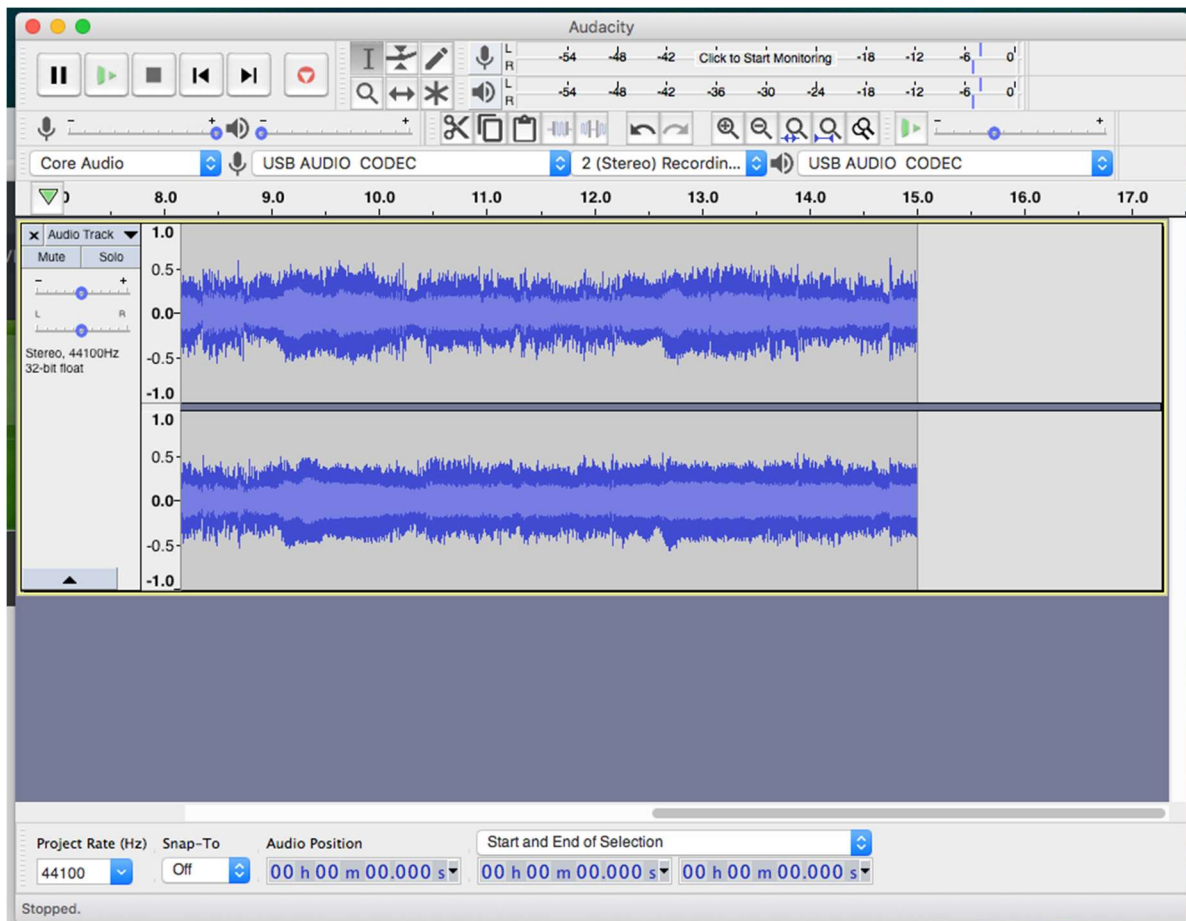


Step 5. Record your cassette tape.

- Make sure that your cassette tape is rewound to the beginning.
- Select **Click to Start Monitoring** displayed over the numbers on the Audacity window towards the top.
- Press the **PLAY** button  on the cassette tape deck. In Audacity, green bars should be moving across the numbers as your tape is playing.
 - If the bars are below **-15** mark or above the **-3** mark (and showing red), you will need to adjust the recording volume. You can also listen to the tape by plugging headphones directly into the compact cassette deck.
 - To adjust the recording volume in Audacity, move the slider next to the microphone icon towards the minus sign (for softer noise) or the plus sign (for louder noise) as shown below:

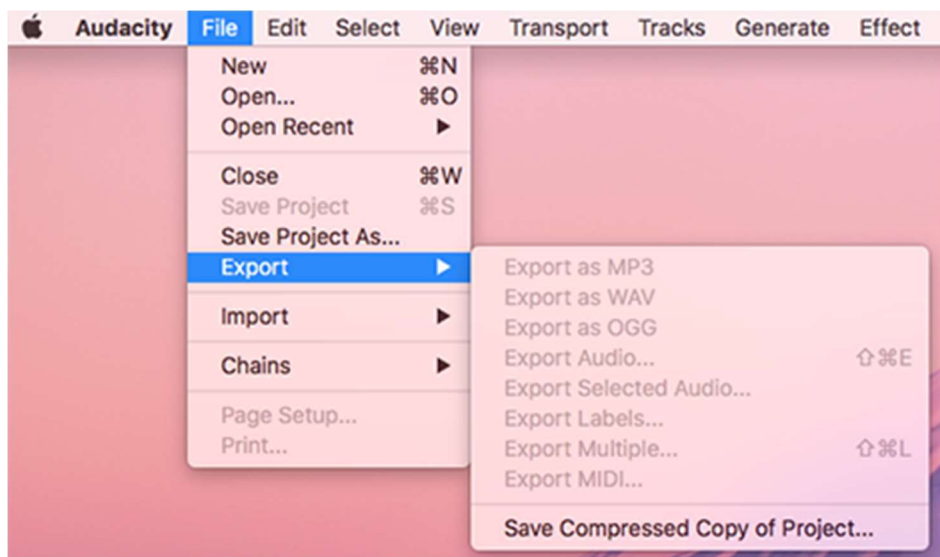


- Rewind the tape back to the beginning.
- Press **RECORD** on Audacity first.
- Press **PLAY** on the tape deck. You should see activity display in the Audacity window as seen in the screenshot below.



Step 6. Save Your Audio File onto Your USB

- Connect the USB drive to the computer.
- In Audacity, go to **File > Export > Export as MP3, MP4, or WAV**



- Name your file in a manner that makes most sense to you.
- When you save your file, a window will appear to enter description information (metadata) about the file. Be sure to include how the file was digitized and who owns the rights to the recording like the example in the screenshot below:

Edit Metadata Tags

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

Tag	Value
Artist Name	Various
Track Title	
Album Title	The Solstice's Mixtape - Side A
Track Number	
Year	2000
Genre	Prog rock
Comments	Given to Lauren A. by Deborah R.
	Digitized from audiocassette with Audacity 2015

Add Remove Clear

Genres Template

Edit... Reset... Load... Save... Set Default

Cancel OK

Step 7. You Are Done!

- Remember to safely eject your USB and your cassette tapes.
- Please turn off the audiocassette deck by pressing the **POWER** button.