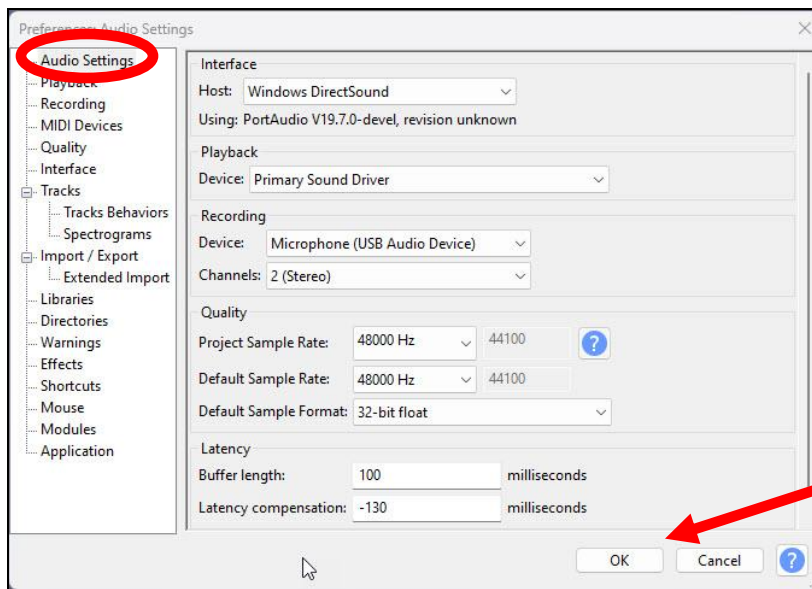How to Use the

Cassette Tape Converter
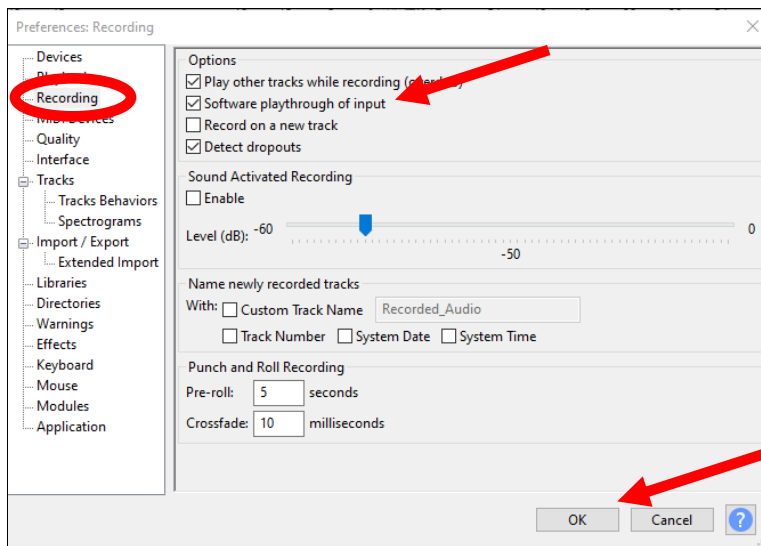# With Audacity

Instructions

1. Plug the USB cable (mini-A) into the bottom of the Cassette Tape Converter and (USB A) into the computer.

2. On the computer, open *Audacity*.

3. Make sure:

   a) Go to **Edit > Preferences>Audio Settings.**
   b) **Recording**: **Device** is set to "*Microphone (USB Audio Device.*)"
   c) **Channels**: is set to "*2 (Stereo)*".
   d) **Project Sample Rate** and **Default Sample Rate**: is set to "*48000 Hz*".
   e) **Do not close this dialogue box. Go to step 4.**

4. If you are using headphones, **plug them into the front of the Alienware tower** (not the *Cassette Tape Converter*).
   a. Plugging headphones into the Cassette Tape Converter plays the sound the **Cassette Tape Converter reads**. If the volume is too low, your recording will be too quiet to enjoy.
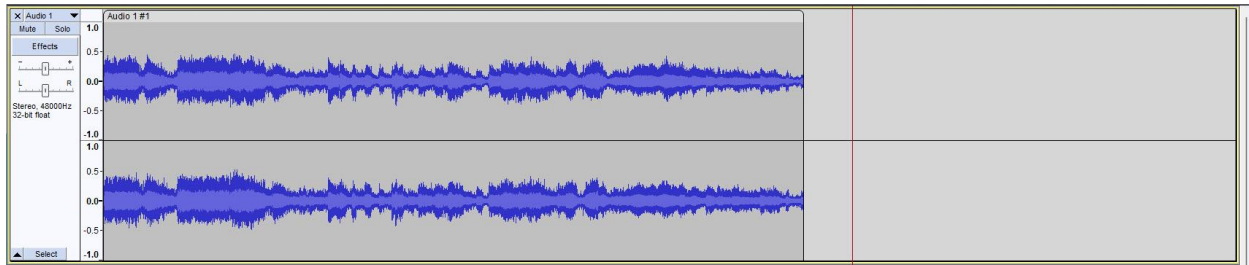
Burnaby Public Library

DIGITAL STUDIO

b. Plugging the sound into the Alienware tower plays the sound that **Audacity reads**. Adjusting the volume on the Alienware won't affect your recording. (Learn more on this in **Step 11**.)

5. Still in **Edit > Preferences**, choose *Recording.*

a. Check the box: *Software playthrough of input* (may say, <u>*Audible Playthrough*</u>.)

b. Click *OK*

c. Sound will now play through the headphones.

6. Open the *Cassette Tape Converter* by sliding down the grey switch on the right side.

7. Load your tape, then close the front of the device until it clicks.

8. Rewind or fast forward your tape if needed, using the silver **REW** or **FF** buttons on the top of the device.

9. On the *Cassette Tape Converter*, press the **Play** button.

10. In **Audacity**, press the **Record** button.

11. Adjust the volume if needed with the volume dial on the side of the Cassette Tape Converter. Your soundwaves should look something like this:
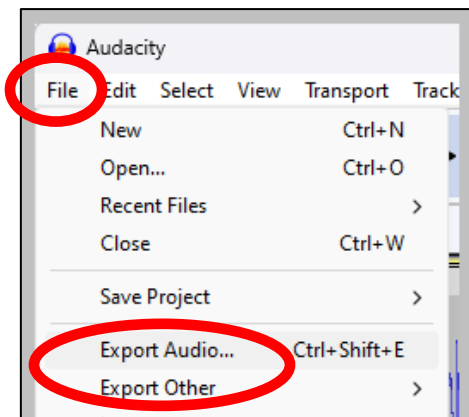

12. When you have finished recording, press **Stop** on the *Cassette Tape Converter*.

13. Press the **Stop** button in **Audacity**.

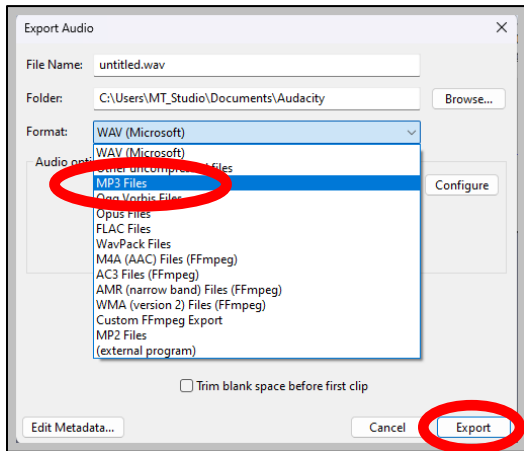## Saving Your Audio File for Playback

1. In Audacity, select **File > Export Audio…**

a) **Format:** change to *MP3 Files*.

b) **File Name:** *What you want the file to be called*.
c) **Folder:** *Save your files to your USB* (must be formatted as *NTFS* or *exFAT*).
   i) To save via email to the cloud, choose the ***Documents folder*** and remember to move manually after saving.
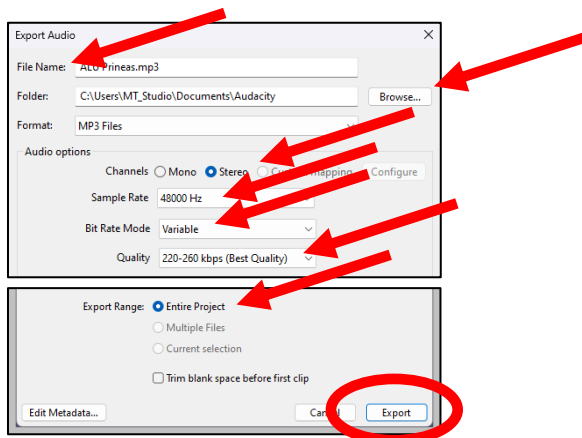d) **Audio options**: *Stereo.*
e) **Bit rate Mode**: *Variable.*
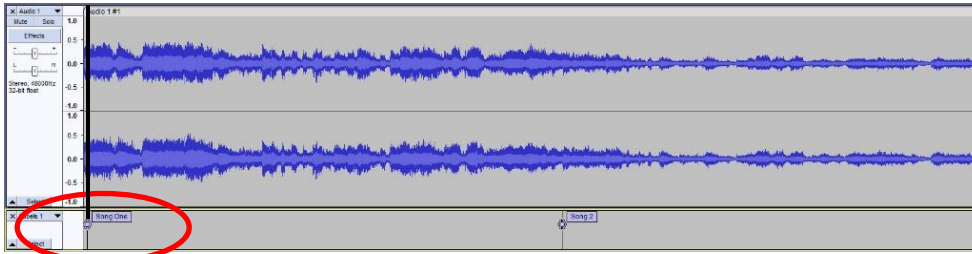f) **Quality**: *220-260 kpbs (Best quality).*
g) **Export Range**: *Entire Project.*
h) Click ***Export.***

Burnaby Public Library

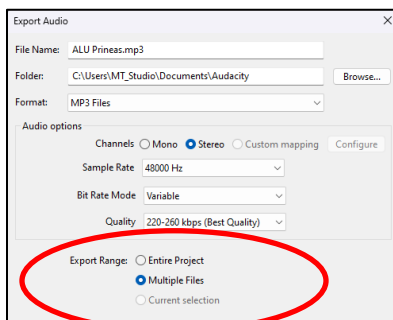DIGITAL STUDIO

Saving Your Audio Files as Individual Songs

1. Click on the track where you want the first break (this should be at the start of your recording). A thin black line will appear on the track.
2. *CTRL + B* to create a break. This will open a dialogue box where you can enter the song's title.

3. Click on the track where you want the second break.
4. Follow step 2.

5. Repeat for the remainder of the songs.
6. Follow instructions for saving as an MP3 file but before exporting change **Export Range:** to **Multiple Files**.

Last updated May 22, 2024 by JAM