Digitizing Audio Cassettes

The cassette player and USB cable are kept in the accessory kit available at the Information Desk.

Extracting audio:

1. **Connect the ION Tape Express cassette player to the front of the computer** using the mini-USB cable and insert your tape (pull to open the player).

2. **Open Audacity**, located on the desktop.

3. Use the Recording Device drop-down to **select Microphone Array** (rather than Line, which is used for the turntable):
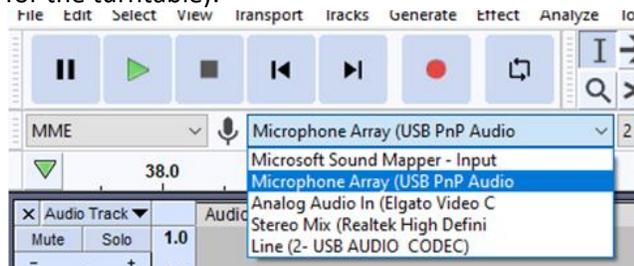
4. **Click the Record button in Audacity and press the Play button on the cassette player.**
   A track window appears in Audacity. If everything is working properly, you'll see a pair of blue squiggly lines in the track window once the music starts.

   > To adjust the playback volume in the headphones, use the volume buttons on the keyboard—this will not affect the audio level of the recording.

5. When the end of side 1 is reached, **click the Pause button in Audacity and press the Stop button** on the cassette player.

6. **Flip the tape over** and close the player.

7. **Click the Pause button in Audacity again and then press the Play button** on the cassette player to resume recording.

8. When the end of side 2 is reached, **click the Stop button in Audacity and press the Stop button** on the cassette player.

9. **Click File > Save Project > Save Project As…** in the menu bar to save the Audacity Project (.aup3 file). For more info on Audacity Project files, jump to 5:15 in the How to Record Using Audacity video (https://youtu.be/EmMLn_K500Q?t=315)

Pages 2 and 3 of the Vinyl instructions will guide you through marking individual songs and exporting the audio files.

Make sure to change the Recording Device drop-down back to Line if you will be digitizing vinyl.