

Audio Transfer Guide

This Guide is intended to help you digitize your materials using our A/V conversion unit. Please read each section carefully, and use this as a reference tool.

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Open Audacity (the audio transfer software)

Click on Audacity icon in the dock to open application



Audacity will transfer your audio cassette in real time. This means that Audacity will capture your audio exactly as it is played back on the audio cassette player.

Also, you have the option of capturing the entire audio cassette in one recording or of capturing just a smaller segment of the cassette.

Set up audio file location

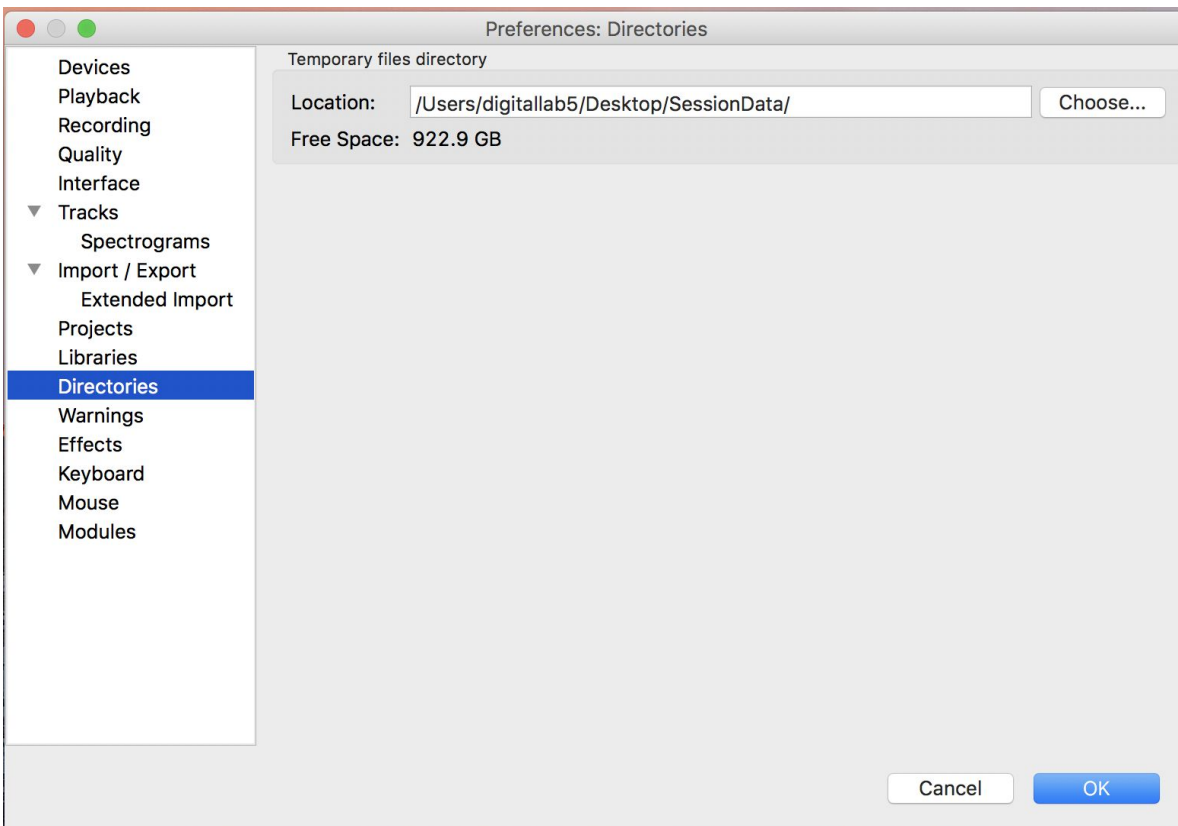
Select: Audacity > Preferences



A new window will open, make sure Directories is highlighted in the left column

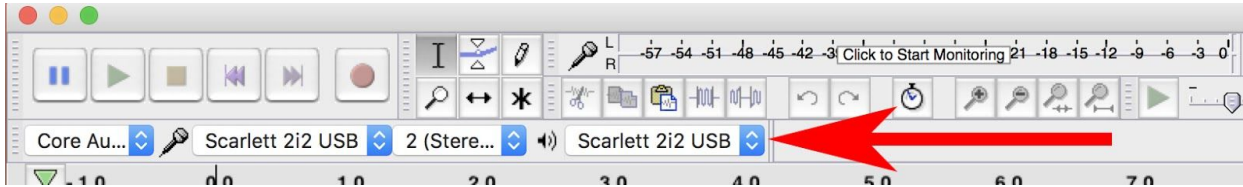
Click “Choose” and navigate to the desktop. You can move to the folder to your personal storage device when you have completed your transfer.

Click “OK”

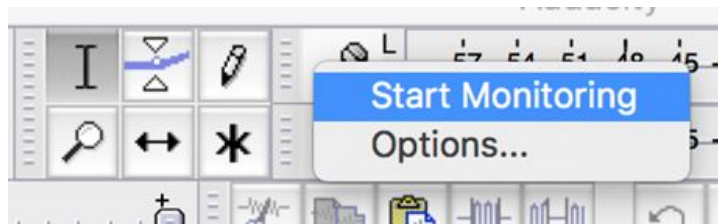
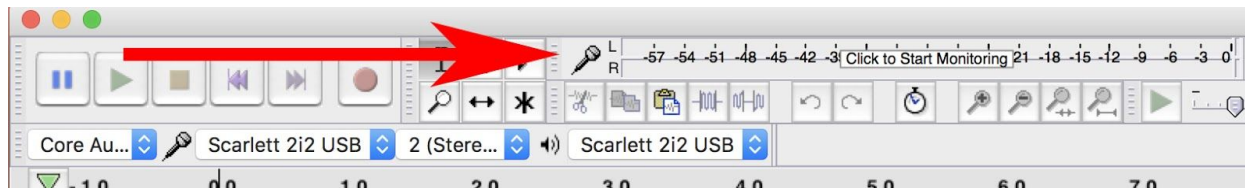


Begin monitoring in Audacity

In the audacity window, make sure that the input/output hardware is configured to use the Scarlett 2i2 device



Right click on microphone icon  and click "Start Monitoring"



Insert cassette tape

To begin, press the Power button on the audio cassette player

Then press the Eject button and insert the cassette into the audio cassette deck

Press Rewind to rewind the tape back to the beginning



To confirm that monitoring is working correctly, press Play on the audio cassette player and then check that green bars have appeared next to the microphone icon and that the output display next to the audio cassette deck is active on the audio cassette player





Listen to your tape while transferring

Use the headphones and make sure **AUX** on the JBL M-Patch 2 is selected as **1**



Start conversion in Audacity

To create a separate file for each side of your tape (A&B or 1&2), use these directions:

Step 1. Click red record button (red circle) to begin recording



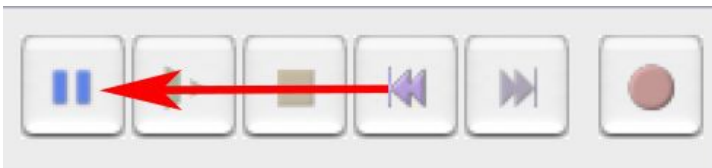
Step 2. Press play on audio cassette player to start tape

Step 3. To end the recording, press yellow stop button (yellow square) in Audacity and press the Stop button on the audio cassette player.

To create one continuous file for both sides (A&B or 1&2) of your tape, use these directions:

Follow steps 1 & 2 above

Step. 3 Press Pause (two blue rectangles) in Audacity



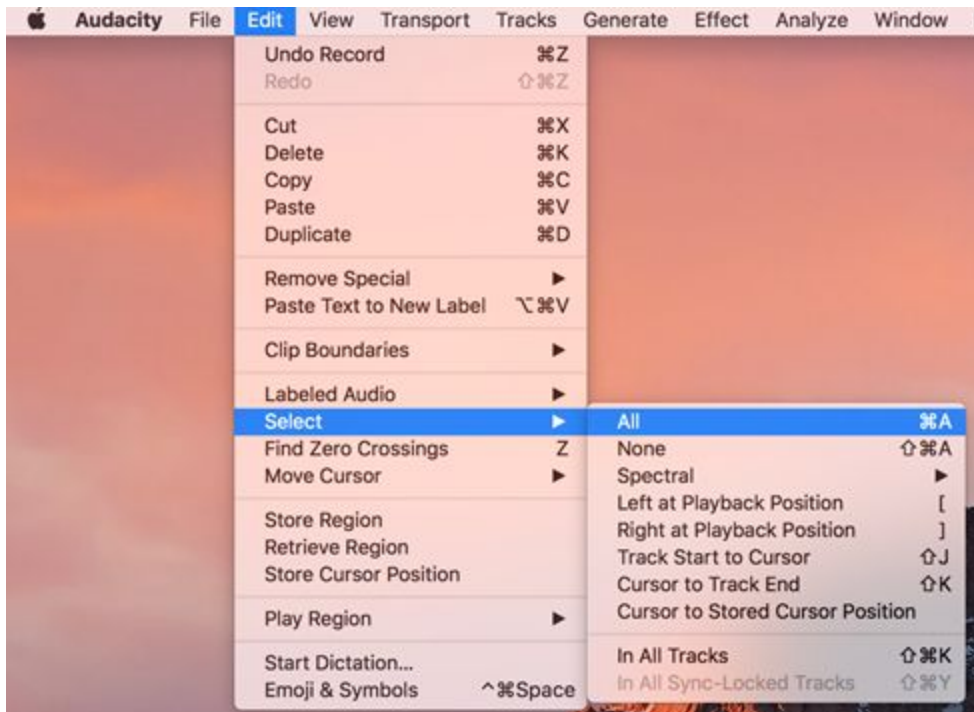
Step 4. Eject tape from audio cassette deck, flip the tape over to Side 2 or B, and reinsert

Step 5. Press Play on the audio cassette deck, then press Record (red circle) in Audacity to continue audio file

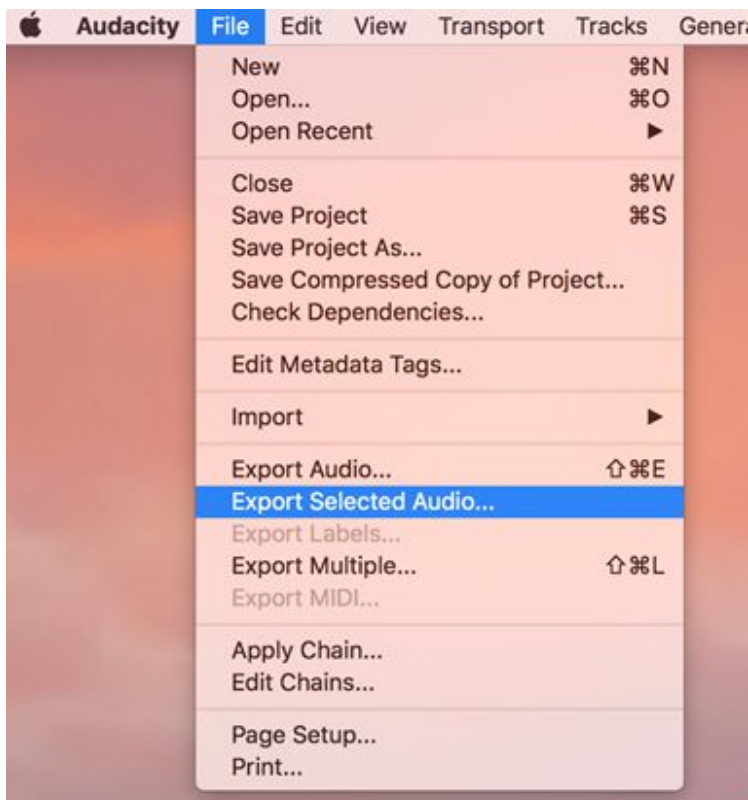
Step 6. When all finished, press yellow stop button (yellow square) in Audacity and press the Stop button on the audio cassette player

Save audio file

Select all of the audio by clicking: Edit > Select > All



Next, select: File > Export Selected Audio

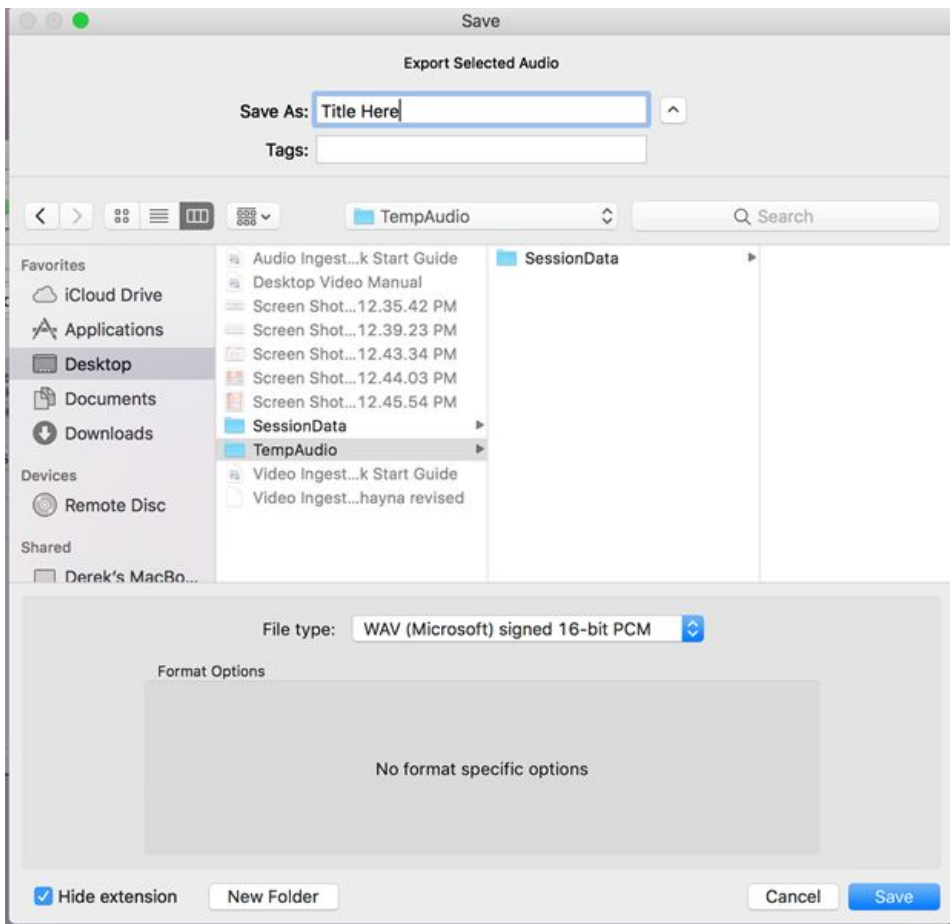


Navigate to the desktop

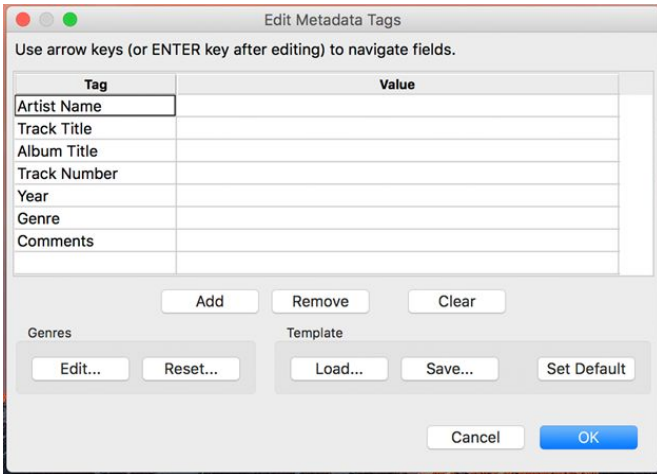
Enter filename in “Save As” field

Check that File type is set to “WAV (Microsoft) signed 16-bit PCM”

Click “Save”



A window will appear that allows you to enter information to be saved in the file - this step is optional



Click *US*

You're done transferring!

You can now move the files to your storage device:

For *Acci} apã/ã^•*, you can drag and drop your folder. To drag an item, select it, then press and hold the mouse while you drag it to a new location. Release the mouse to drop the item into place.

For *ÖXÖ•*, you can burn your files; please see the *Ó~ } } ÁE åã Áã• Áí ÖXÖÁ* guide in the *à|~^Á* binder.

