OC MEMORY LAB

Tascam - Digitizing Audio Cassette Tapes

1. **What you'll need to bring with you:**
   Audio cassette tape(s)
   Flash drive or external hard drive



- Before you begin: If your tape has several audio tracks on it, you'll have to stop the tape at the end of each track in order to get individual tracks.
- Remember to rewind/fast forward your tape to the beginning of the audio segment you wish to digitize.
- Digitizing happens in real time. If you want to digitize audio that is 2 minutes long, it will take 2 minutes to record.

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Preparing:

2. Insert the tape into the player.
Set up the program on the computer.

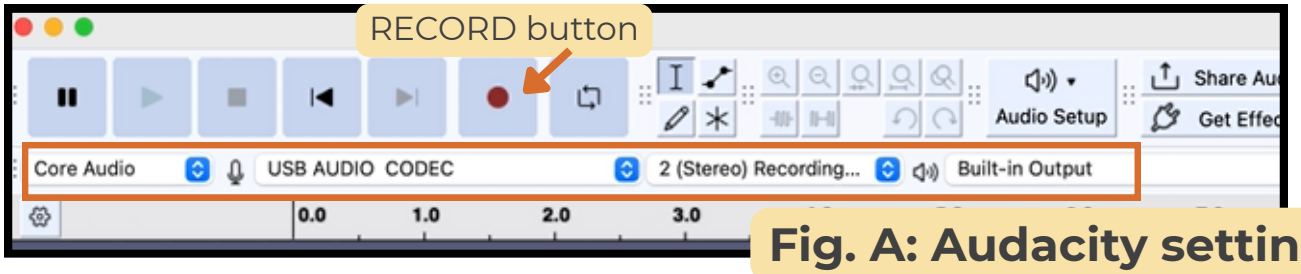


Fig. A: Audacity settings



Fig. B: Audacity settings

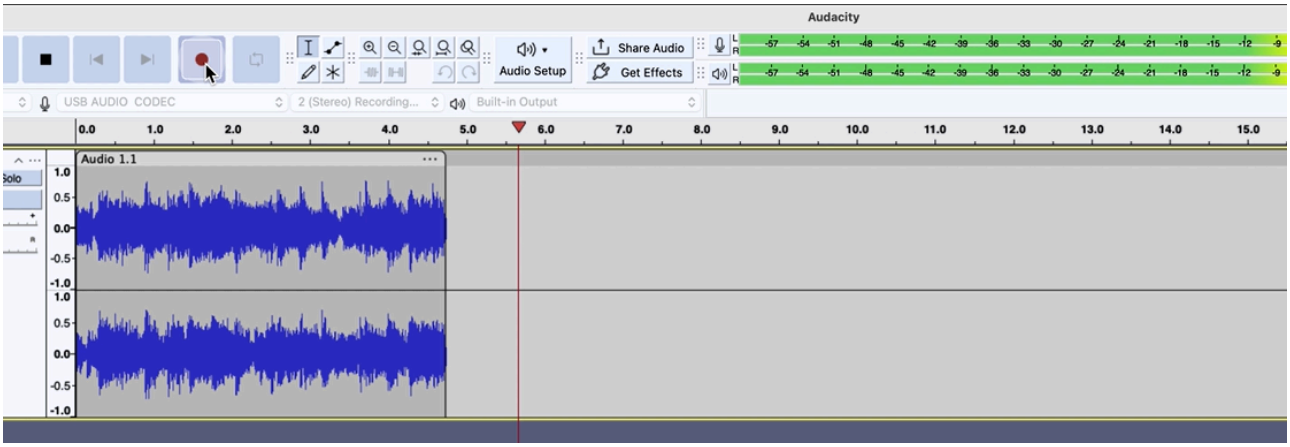
- Turn on the TASCAM player and insert your tape into either of the decks. Press the eject button next to the deck to open it.
- On the computer, open up the program AUDACITY.
- The settings (highlighted in red in Fig. A) for Audacity should be:
  - Core Audio
  - USB Audio CODEC
  - 2 (Stereo) Recording...
  - Built-in Output (if you are using a MacBook, this setting should read “MacBook Pro Speakers”)
- Enable “Silent Monitoring” by clicking the microphone icon (Fig. B)
- Test that it’s working by pressing play on the TASCAM player. You should hear the music playing on the computer and the audio levels should light up in green.

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Record:

3. You will use the TASCAM player and the Audacity program at the same time



- When you are ready to record, press the red dot RECORD button on Audacity, and then press play on the TASCAM player. Blue lines should appear under the settings on Audacity to indicate the audio is recording. Press the RECORD button again to stop recording. You can also stop the cassette tape on the TASCAM player.

Export audio:

4. You will need to have your flash drive plugged into the computer.

- To export your audio to your flash drive, click File at the top and select “Export Audio”
- Choose “Export to Computer”
- Type in a file name for your audio
- Click “Browse” and select your flash drive
- Click “Save” then click “Export”
- You can check to see if it saved properly by opening up your flash drive folder and playing the audio.

5. **Repeat:**
Repeat steps 3 and 4 for each audio file.

6. **Before you leave:**
Please leave the Memory Lab the way it was when you entered.

- Before you leave the Memory Lab, close all your files and eject your drives for proper removal.
- Remember to remove your tape from the device.
- Return items back to where you found them
- Double-check that you have all your belongings.