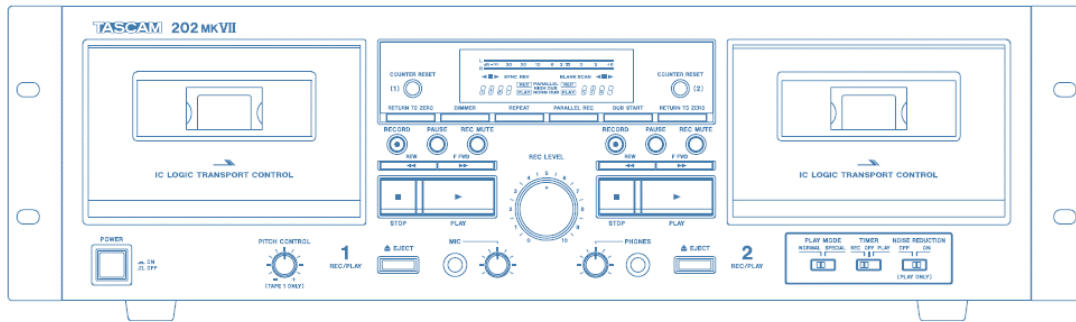


# Transferring Audio Cassettes



## Step 1: Turn on compact cassette deck

- Make sure the deck is on.
  - The power button is on the lower left-hand side of the deck.
  - When the button is pushed in and the lights are illuminated, that means the deck is on.

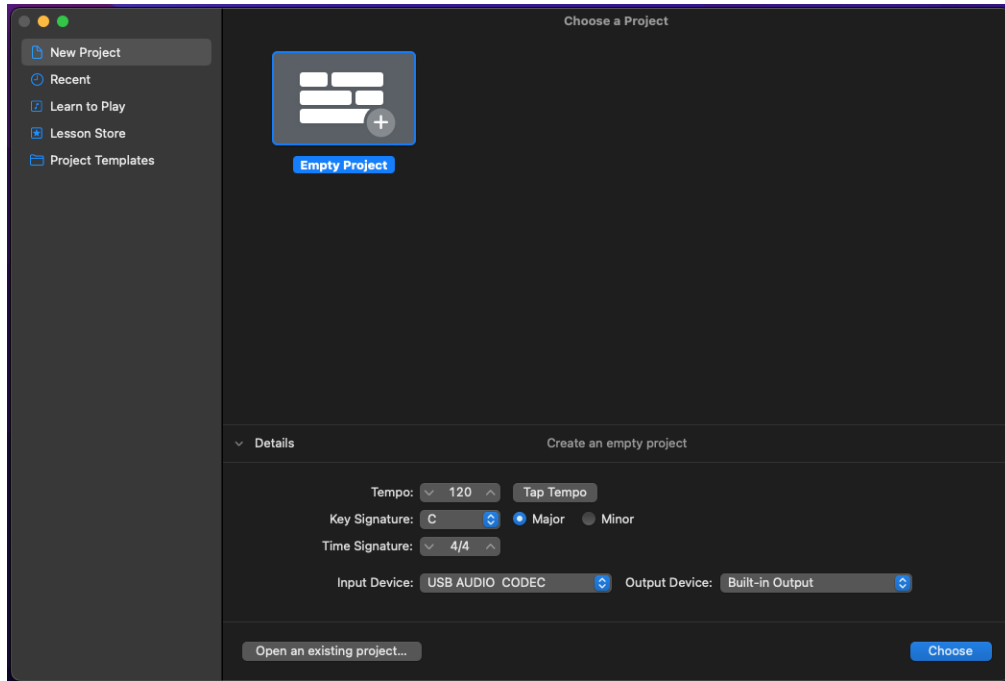
## Step 2: Load your tape

- Press the EJECT button on the left side for Deck 1. This will automatically open the deck.
- **DO NOT USE** Deck 2 on the right side.
- Compact cassettes usually come with two sides. "Side 1 and 2" or "Side A and B." Start with side 1 or side A facing you.
- Insert your cassette tape with magnetic tape side down.
- Rewind your tape.

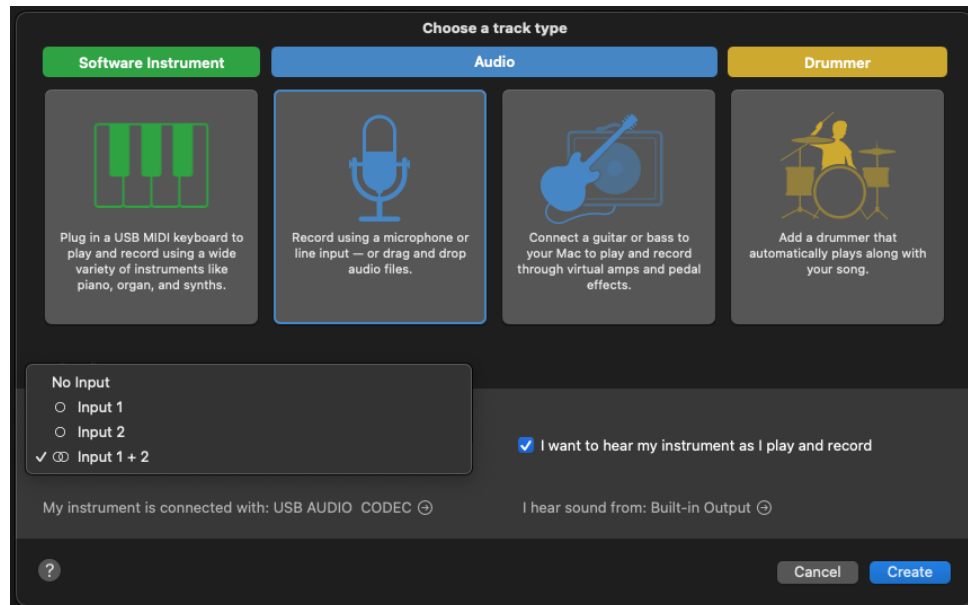
## Step 3: Open GarageBand

- Close all open programs, if any, on the Mac.
- Click on the **GarageBand** icon in the dock at the bottom of the screen.
- **GarageBand** will open to this screen:





- Open the Details panel, if it is not already open, to make sure of the following settings:
  - Input Device is set to **USB AUDIO CODEC**
  - Output Device is set to **External Headphones** (recommended) or **Built-in Output**.
- Select **Choose**.
- On the next screen, click on **Record using a microphone or live input**.



- Under Input in the Details panel, select **Input 1 + 2**.
- Make sure the box next to “I want to hear my instrument as I play and record” is checked.

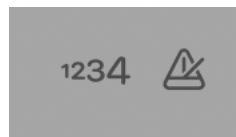
- Click **Create**.

## Step 4: Test your audio

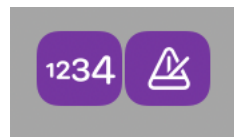
- **GarageBand** will open to an empty project window.
  - If there is already audio data in the opened track, just click on the soundwave and hit Delete.



- In the upper middle section of the window, make sure the Count In and Metronome options are **turned off**. You can click on the icons themselves or hit the K key to toggle the metronome. Shift-K will toggle the Count In option.

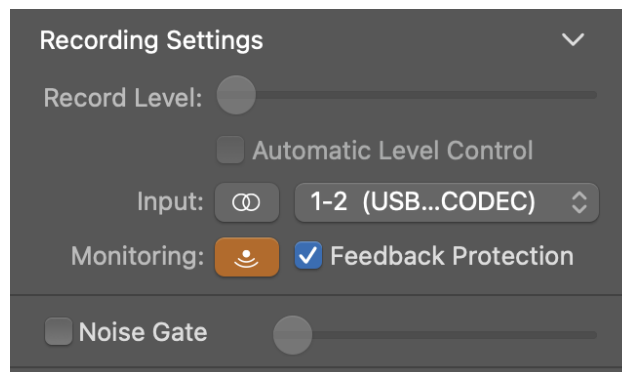


OFF

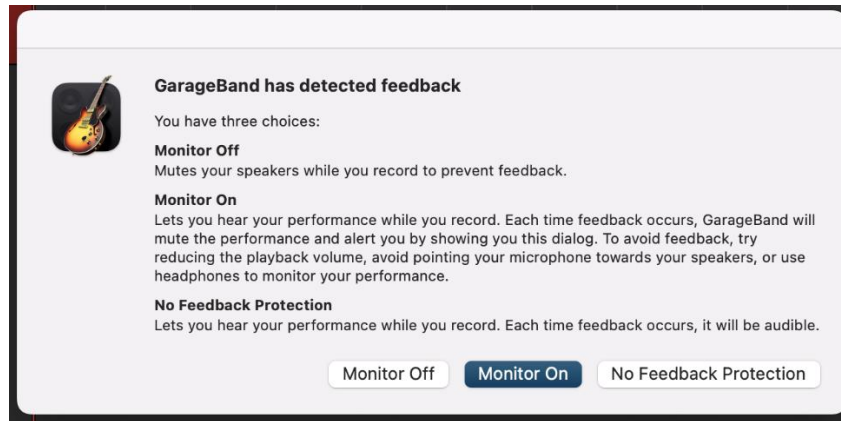


ON

- Be sure that you rewind your tape.
- In the lower left of the **GarageBand** window, make sure **Monitoring** is turned on in the **Recording Settings**. If the box is **orange**, **Monitoring** is on.



- Click on RECORD (●) in **GarageBand**.
- Press PLAY on the tape deck.
- Make sure you can see the soundwave being captured.
- NOTE: If you get an error message about feedback being detected, select **No Feedback Protection** to continue with your project. If you select **Monitor Off** you will not be able to hear your audio as it is captured.



- Click on the captured test audio to highlight it, and then hit the Delete key.
- Hit Return to move the playhead to the beginning of the track. The playhead is the vertical line showing the current playback position in the track.

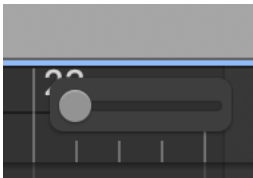
## Step 5: Capture and edit your audio

- Rewind the tape.
- Click on RECORD in **GarageBand**.
- Press PLAY on the tape deck.
- Wait until tape recording has finished, then press STOP in **GarageBand** first, then hit STOP on the tape deck if cassette is still playing.
- To trim the ends of your recording, place the playhead at the position where you would like to trim by clicking in the area *just below* the numbers above the track's soundwave.
  - **The cursor will change to double arrows < > when in the proper area.**

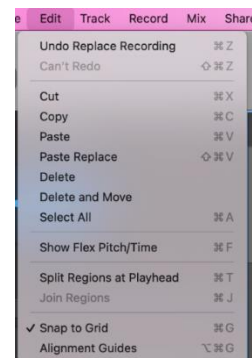
Not here! ---->  
Click here---->



- You can zoom in or out on the track's soundwave by adjusting the **horizontal zoom** in the upper right corner of the screen.



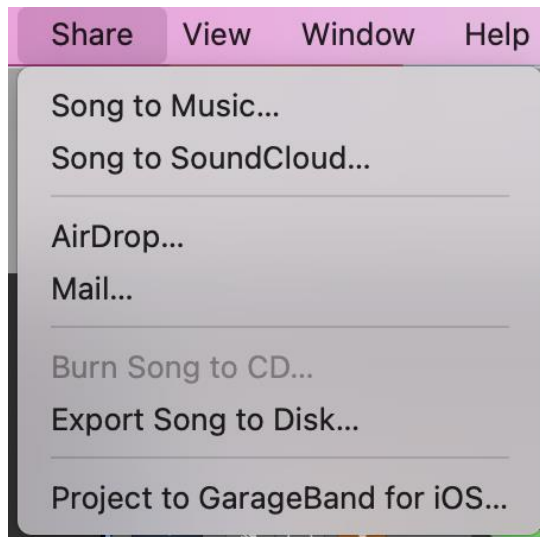
- When you have placed the playhead where you would like to trim, go to **Edit → Split regions at Playhead**.
- The track will split into multiple parts.



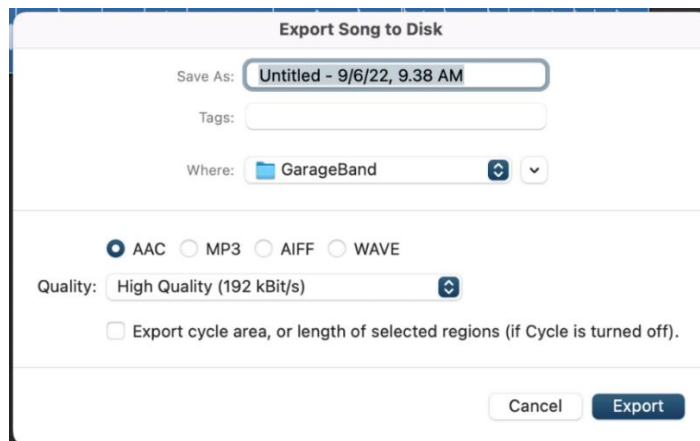
- Click on the region to be deleted and hit the Delete key.
- Click and drag your trimmed audio to the beginning of the track if necessary.

## Step 6: Export your file onto a storage device

- Connect your storage device to the grey Anker USB hub.
- Go to **Share** → **Export Song to Disk**.



- In the next screen, you can name your track, choose the file format, and choose the file quality.
  - In **Save As**, give your track a unique name that describes its contents.
  - Select your storage device using the **Where** dropdown menu.
  - Use AAC or MP3 for the format. AAC is much better quality, but will make larger files. Only use AIFF if you plan on further editing your files later.
  - Use High or Highest **Quality**.



- Select **Export**.

## Step 7: Finish up and check out

- Press Eject on the tape deck to remove your cassette.
- Make sure your files are saved to your USB storage device.
- Safely eject your storage device by going to the Finder and dragging its disk image to the EJECT icon located in the dock at the bottom of the screen. Or, click on the disk icon and choose **File → Eject**.
- **Notify a staff member to be checked out of the DIY Digi Lab.**
  - **IMPORTANT:** If you are not checked out of the DIY Digi Lab by a library staff member, **you will not be allowed back again.**

**Don't forget your cassette and storage device!**

