

Transferring **Microcassettes**

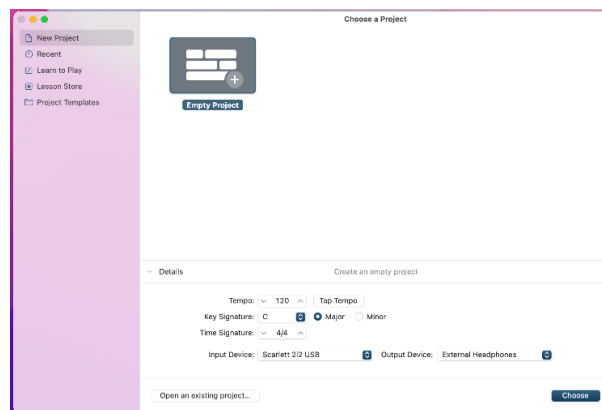


Step 1: Load your microcassette

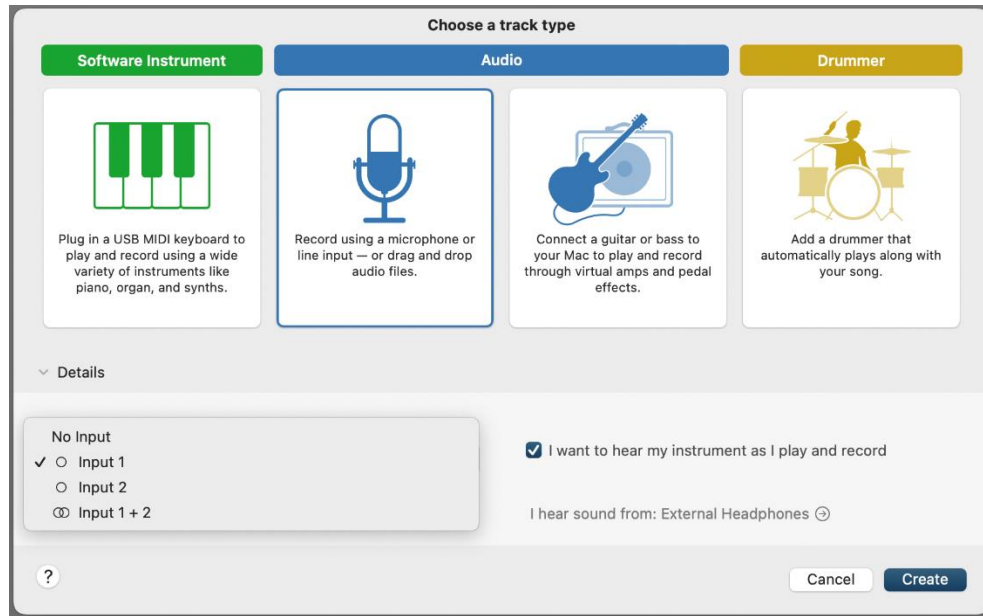
- Press STOP/EJECT on the microcassette recorder to open the lid.
- Load your cassette face up and top first.
 - The tape's magnetic ribbon should be visible before you close the lid.
- Rewind your tape using the large, flat black tab on the side of the player.
 - **NOTE:** Be careful not to hit the **REC** button on the microcassette recorder when hitting PLAY or you will record over your audio.
- Be aware that the Δ REV / ∇ FWD switch (above the large, flat black tab used to rewind or fast-forward) will determine the direction your tape is played.
 - Generally, you want the switch set to FWD.
 - If your audio was initially recorded with the switch set to REV, you will need to set it to REV to hear your recording.
 - If you cannot find audio you are sure is on the microcassette, try flipping this switch and searching again.

Step 2: 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:



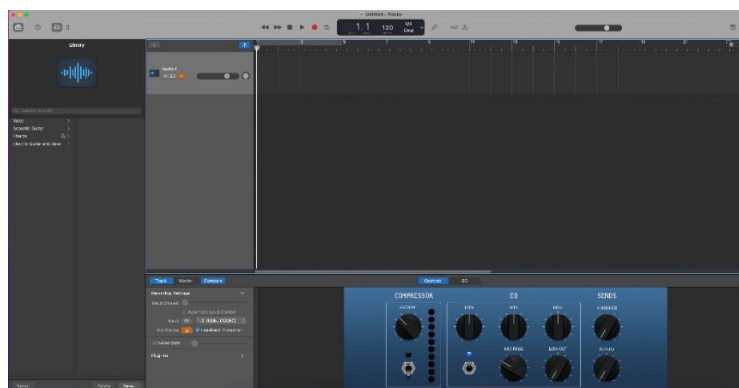
- Open the Details panel, if it is not already open, to make sure of the following settings:
 - Input Device is set to **Scarlett 2i2 USB**
 - Output Device is set to **External Headphones** (recommended) or **iMac Speakers**.
- Select **Choose**.
- On the next screen, click on **Record using a microphone or live input**.



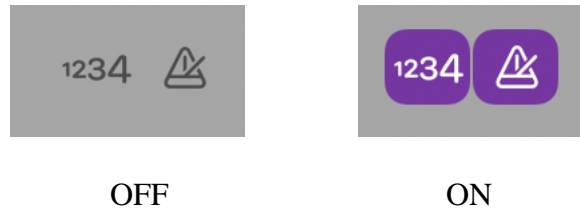
- Under **Input** in the Details panel, select **Input 1**.
- Make sure the box next to “I want to hear my instrument as I play and record” is checked.
- Click **Create**.

Step 3: Test your audio

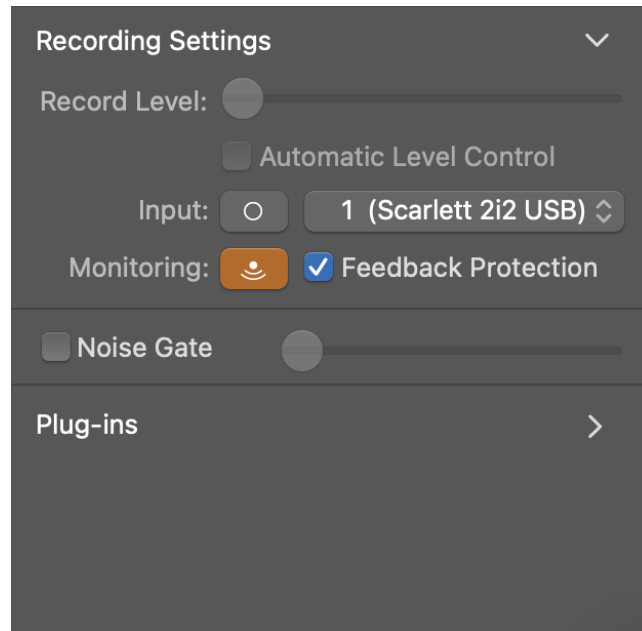
- **GarageBand** will open to an empty project window.
 - If there is already audio data in the opened track, just click on the soundwave and hit Delete.



- 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.

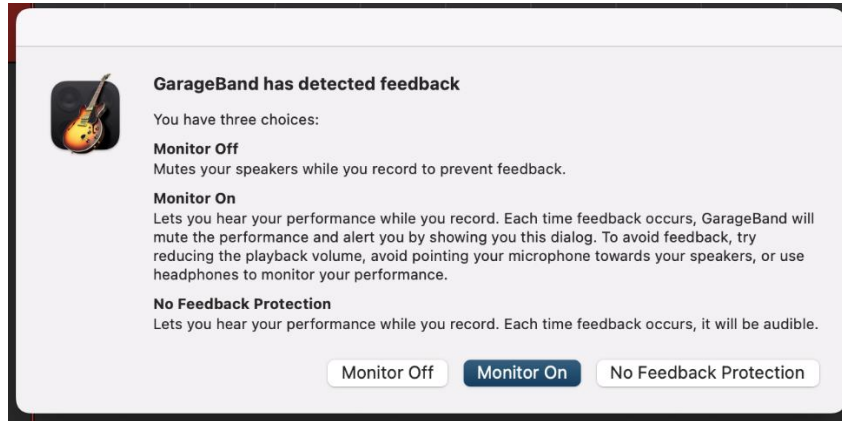


- There are two input levels to be aware of.
 - The **volume wheel** on top of the microcassette recorder;
 - This should usually be turned up to *just below* the highest possible level.
 - The **gain knob** on the **left input** of the **Scarlett 2i2**;
 - The base of the knob will be green when recording at an acceptable level, yellow when approaching its decibel limit, and red when the audio starts to clip.
 - NOTE: Make sure the **INST** light is illuminated for the **left input** on the **Scarlett 2i2**, otherwise your audio will be very quiet. Turn this on by pressing the **INST** button on the device.
- 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 microcassette recorder.
 - **NOTE:** Be careful not to hit the **REC** button on the microcassette recorder when hitting **PLAY** or you might record over your audio.
- Make sure you can see the soundwave being captured in **GarageBand**.

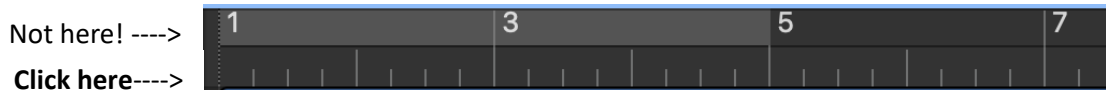
- **NOTE:** If you get an error message about feedback being detected, try turning down the **gain knob** on the **Scarlett 2i2**. You can also select either **Monitor Off** or **No Feedback Protection** to continue with your project. If you select **Monitor Off** you will not be able to hear your audio as it is captured.



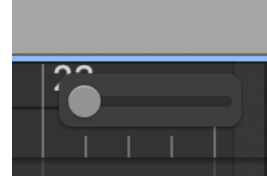
- Find a good balance mainly by adjusting the **gain knob** on the **Scarlett 2i2**, but also try small adjustments to the **volume wheel** on the microcassette recorder itself.
 - You want the audio to be set high enough to hear clearly, but not so high that the background tape noise is overwhelming. Again, make sure the **INST** button is illuminated on the left input of the **Scarlett 2i2**.
- Once you have found a good sound level, click on **STOP** in **GarageBand**.
- Press **STOP/EJECT** on the microcassette recorder, and then rewind the tape.
- Click on the captured test audio in **GarageBand** to highlight it, and then hit the Delete key.
- Hit the Return key to move the playhead back to the beginning of the track. The playhead is the vertical line showing the current playback position in the track.

Step 4: Capture and edit your audio

- Be sure to rewind your microcassette.
- Click on **RECORD** in **GarageBand**.
- Press **PLAY** on the microcassette recorder.
- Wait until audio to be captured has finished.
- Click on **STOP** in **GarageBand** first, then hit **STOP/EJECT** on the microcassette recorder.
- 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.**

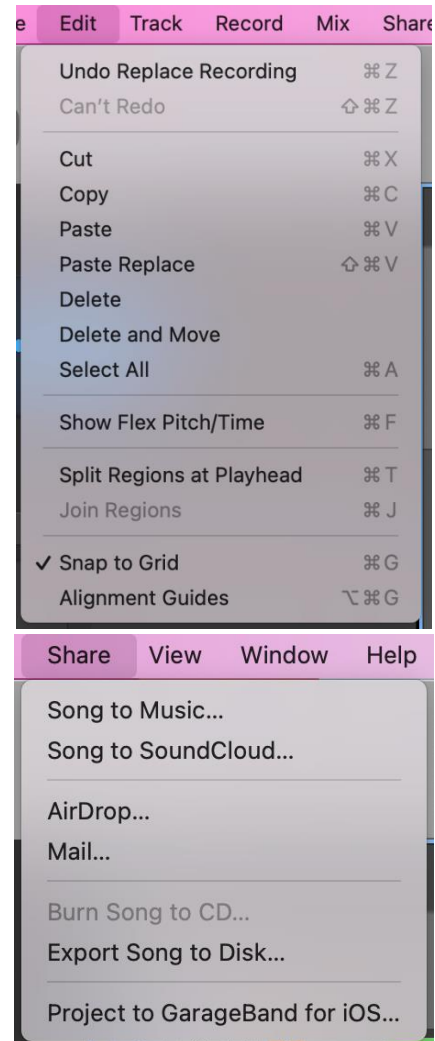
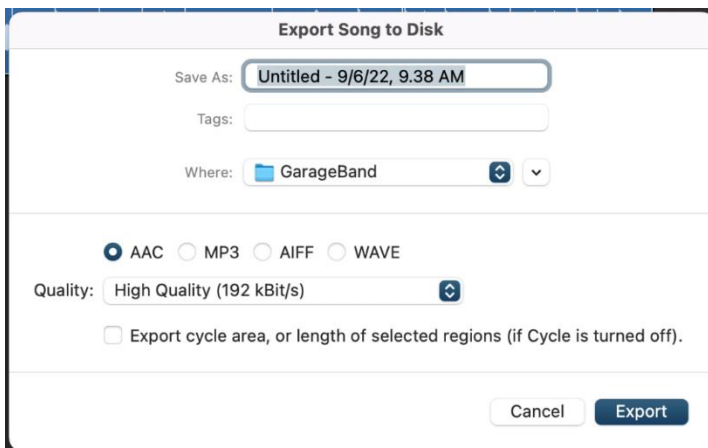


- You can zoom in or out on the track's soundwave by adjusting the **horizontal zoom** in the upper right corner of the screen.
- When you have placed the playhead where you would like to trim, go to **Edit → Split regions at Playhead**.
- The track will split into multiple parts.
- Click on the region to be deleted and hit the Delete key.
- Click and drag your trimmed audio to the beginning of the track if necessary.



Step 5: 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 6: Finish up and check out

- Press STOP/EJECT on the microcassette recorder 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 microcassette and storage device!

